

DEC 28 1994

STATE OF CALIFORNIA

PETE WILSON, Governor

DEPARTMENT OF JUSTICE

DANIEL E. LUNGREN, Attorney General

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083



COMMISSION MEETING AGENDA  
January 12, 1995 - 10:00 A.M.  
Holiday Inn Capitol Plaza  
Granada Room  
300 J Street  
Sacramento, CA 95814  
(916) 446-0100

**AGENDA**

CALL TO ORDER

FLAG SALUTE

ROLL CALL OF COMMISSION MEMBERS

INTRODUCTIONS

PRESENTATIONS

**GOVERNOR'S AWARDS FOR EXCELLENCE IN PEACE OFFICER TRAINING**

- o Gordon Graham, Lt., California Highway Patrol  
Individual Achievement Category
- o Rialto Police Department  
Organizational Award Category
- o Derald D. Hunt, Professor Emeritus  
Lifetime Achievement Category

**HONORING FORMER COMMISSIONER BERNARD PARKS - DECEMBER 1992 -  
SEPTEMBER 1994**

**APPROVAL OF MINUTES**

- A. Approval of the minutes of the November 17, 1994 regular  
Commission meeting at the Waterfront Hilton in Huntington  
Beach.

**CONSENT CALENDAR**

**B.1 Receiving Course Certification Report**

Since the November meeting, there have been 26 new  
certifications, 6 decertifications, and 26 modifications. In

approving the Consent Calendar, your Honorable Commission receives the report.

B.2 Receiving Financial Report - Second Quarter FY 1994/95

The second quarter financial report will be provided at the meeting for information purposes. In approving the Consent Calendar, your Honorable Commission receives the report.

B.3 Receiving Information on New Entry Into the POST Regular (Reimbursable) Program

The Riverside County Coroner's Department has met the Commission's requirements and has been accepted into the POST Regular (Reimbursable) Program. In approving the Consent Calendar, your Honorable Commission receives the report.

B.4 Receiving Information on Withdrawal from POST Regular (Reimbursable Program)

The Kern County Coroner's Office has merged with the Kern County Sheriff's Department and has withdrawn from the program. In approving the Consent Calendar, the Commission takes note they are no longer part of the POST reimbursement program.

B.6 Receiving Information on New Entry Into the Public Safety Dispatcher Program

Procedures provide that agencies that have expressed willingness to abide by POST Regulations and have passed ordinances as required by Penal Code Section 13522 may enter into the POST Reimbursable Public Safety Dispatcher Program pursuant to Penal Code Sections 13510(c) and 13525.

In approving the Consent Calendar, your Honorable Commission notes that the San Mateo County Public Safety Communications Division has met the requirements and has been accepted into the POST Reimbursable Public Safety Dispatcher Program. This new entrant brings to 324 the number of agencies joining the program since it began July 1, 1989.

B.7 Setting Command College Tuition for Non-Reimbursable Agencies

At its January 1987 meeting, the Commission adopted a Command College tuition for all non-reimbursable agencies. Staff was instructed to annually review the tuition and to report to the Commission each January with the recommended tuition for the coming year. The tuition for Classes 22 and 23 was \$3,790 for the two-year program. A redesign of the

Independent Study evaluation process is expected to result in a savings of \$220 per student. This savings reduces the tuition from \$3,790 to \$3,570. Analysis of costs is included in the report under this tab.

In approving the Consent Calendar, your Honorable Commission receives the report and sets the tuition rate effective for Classes 24 and 25 at \$3,570.

**B.8 Setting Supervisory Leadership Institute Tuition for Non-Reimbursable Agencies**

At its January 1991 meeting, the Commission adopted a Supervisory Leadership Institute tuition for all non-reimbursable agencies. Staff was instructed to annually review the tuition and to report to the Commission each January with the recommended tuition for classes beginning in the coming year. The current year tuition rate is \$1,636. Analysis shows that the tuition level should remain the same for classes beginning July 1995 through June 1996. Analysis of costs is included in the report under this tab.

In approving the Consent Calendar, your Honorable Commission receives the report and sets the tuition rate of \$1,636 to remain unchanged effective for classes beginning July 1995.

**B.9 Confirming Policy Statements for Inclusion in Commission Policy Manual**

Consistent with Commission instructions, statements of policy made at a Commission meeting are to be submitted for affirmation by the Commission at the next meeting. In approving the Consent Calendar, your Honorable Commission affirms the following policies:

**a. D2 - Legislatively-Mandated Training**

The Commission shall assume a "no position" on bills proposing to legislatively mandate training requirements, and instead, actively provide resource information to interested persons or organization including the Legislature.

**b. D6 - New Categories of Peace Officers, In General**

The immediate position of the Commission is to oppose proposed legislation to establish new categories of peace officers in the absence of a feasibility study as required by P.C. 13540. Once the feasibility study has been approved by the Commission and results made available to the Legislature, the Commission's position becomes "no position."

## BASIC TRAINING BUREAU

### C. Report and Recommendation to Modify Regualification Course Content

In 1980, Commissioners approved the implementation of an 80-hour Regualification Course. This program was designed to facilitate the employment of:

1. Previously employed peace officers with a three-year or longer break in service;
2. Open-enrollment students who completed a basic course but had not been hired within three years of graduation; and
3. Out-of-state peace officers preparing for the Basic Course Waiver Examination (BCWE) process.

Since 1980, the program has been expanded and modified several times to include legislatively-mandated subject matter and other desirable instruction. Currently the program is a minimum of 136 hours in duration, presented in an intensive format over a three-week period or an extended format over a five-week period.

Since the course was last modified, the Legislature has mandated training regarding hate crimes, sexual harassment and vehicle pursuits. Additionally, the Commission has added a variety of critical subjects to the regular basic course as the result of Training Issues Symposia recommendations. These additions include instruction related to tactical communications, intervention and anger/fear management.

This item proposes that the current content of the Regualification Course be modified to reflect these additions as well as to incorporate other desirable instruction and enhanced testing. It is also proposed that several currently prescribed topics be deleted so that the program can continue to be delivered within the current 136 hour minimum time frame. The specific addition and deletion proposals are detailed in the report under this tab.

If the Commission concurs with these recommendations, the appropriate action would be a motion to approve proposed changes to the prescribed curricula for the POST Regualification Course content to be effective April 1, 1995.



D. Report and Recommendation to Adopt Changes to Regular Basic Course Training Specifications using the Abbreviated Public Notice Process

Commissioners previously approved modifications to Procedure D-1 to establish training specifications for each Regular Basic Course learning domain and to incorporate a new document *Training Specifications for the Regular Basic Course - July 1993* into Procedure D-1 by reference. The training specifications now serve to describe the Regular Basic Course in Administrative Law. The Commisison routinely reviews Basic Course content and modifies training specifications as is indicated.

The report under this tab proposes modifications to the training specifications for the following five learning domains:

- Learning Domain #1 (History, Professionalism, and Ethics)
- Learning Domain #26 (Unusual Occurrences)
- Learning Domain #31 (Custody)
- Learning Domain #32 (Physical Fitness/Officer Stress)
- Learning Domain #41 (Hazardous Materials)

The recommended modifications are based on proposed curricula enhancements, changes in testing standards, addition of supporting learning activities, modification of a domain title, or other editorial improvements.

Changes include:

- o Addition of a learning activity to domain #1 relating to an analysis and critique of possible unethical or unprofessional behavior by a peace officer.
- o Addition of a learning activity to domain #26 relating to law enforcement responses to a variety of unusual occurrences (e.g., fires, floods, natural gas leaks, electrical wires down, etc.).
- o Addition of a learning activity to domain #31 concerning the responsibilities of a peace officer to provide for the care and custody of an arrested person from the time of arrest until the person is transferred to a local detention facility.
- o Addition of four learning activities to domain #32 relating to health problems common to law enforcement officers, proper nutrition, techniques to evaluate personal fitness and principles of physical conditioning.

- o Addition of two learning activities to domain #41 relating to the resources available for determining the hazard potential of suspected hazardous materials and a "table top" exercise simulating a law enforcement response to a hazardous materials incident.

The curriculum changes must be adopted pursuant to the Administrative Procedures Act. It is recommended that the abbreviated public notice process be used. If no one requests a public hearing, these proposed changes would go into effect upon approval as to form and procedure by the Office of Administrative Law (OAL).

The appropriate action would be a motion to approve the proposed changes to the Regular Basic Course Training Specifications, effective July 15, 1995 (subject to approval by OAL).

#### STANDARDS AND EVALUATION

##### E. Report and Recommendation on Proposed Changes to Basic Course Performance Objectives

Ongoing review of the performance objectives for the regular basic course has resulted in the identification of a number of proposed changes. As described in the full agenda report, the proposed changes occur in learning domains #1 (History, Professionalism, Career and Ethics), #26 (Unusual Occurrences), #31 (Custody) and #32 (Lifetime Fitness). The full text of all proposed changes, and the rationale for each, are provided in attachments to the report. The proposed changes are correlated to the recommended changes to the Basic Course Training Specifications in agenda Item D.

In domain #1 (History, Professionalism, Career and Ethics) the proposed changes will eliminate the use of a high-stakes, multiple-choice test in this domain. Instruction on the topics covered by the deleted objectives will continue to be mandated in the training specifications supported by a new learning activity which requires students to critique and review a series of instances of possible unethical or unprofessional conduct by peace officers, and to discuss the appropriateness of intervening in such situations. Also, contingent upon the availability of funds, the Commission has approved the development of a workbook that will further reinforce and standardize instruction in this domain.

The proposed changes in learning domain #26 (Unusual Occurrences) are largely technical in nature, and are

intended to improve the quality of the multiple-choice test in this domain. An exception is the deletion of two performance objectives that address entering and searching burning buildings. Based on subject matter input that patrol officers are neither prepared nor equipped to enter burning buildings, it is recommended that these two objectives be deleted.

Similarly, the proposed changes in learning domain #31 (custody) are largely technical in nature, and are designed to improve the quality of multiple-choice testing. In addition, it is recommended that several of the objectives be either modified or deleted because they currently call for knowledge that is required of a peace officer working in a jail, but not needed by a patrol officer whose custodial responsibilities are more limited. Two other objectives require agency-specific knowledge, and it is recommended that these objectives be replaced by learning activities.

The recommended changes in domain #32 (Lifetime Fitness) will also have the effect of eliminating the current multiple-choice test. The changes to the training specifications proposed in agenda Item D will continue to require instruction on the topics covered by the deleted objectives, and include the addition of five new learning activities for this purpose. Further, students will continue to be required to both participate in the Commission-mandated physical conditioning program, and to pass the Commission-mandated physical abilities test. This domain is also one of the four approved by the Commission for development of a student workbook.

The Consortium of Academy Directors concurs with all proposed changes.

If the Commission concurs, the appropriate action would be a MOTION to adopt the proposed changes to the regular basic course performance objectives to become effective with academy classes beginning on or after April 15, 1995.

#### LEARNING TECHNOLOGY RESOURCE CENTER

##### F. Contracts for Duplication of Multimedia Courseware

The Commission is currently developing an interactive multimedia course on *Alcohol and Other Drugs*. This courseware is scheduled for delivery to the Commission in early 1995. Provisions were made to separate the development contract for the courseware and the services necessary to duplicate the laser discs and software diskettes in an attempt to hold down the initial development costs for the course.

Invitation for Bid (IFB) proposals for these duplication services were conducted through the State bidding process. Bids were received and evaluated by POST staff and all bids meet state requirements.

The low bid for duplication of 2100 laser discs is \$31,400 from 3M Company, St. Paul, MN. The low bid for duplication of approximately 28,000 software diskettes is \$16,520 from Bay Area Data Supply of Sunnyvale, CA. These services are now needed to deliver the courseware to the field once it has been accepted by the Commission.

If the Commission concurs, the appropriate action would be a MOTION to authorize the Executive Director to enter into service contracts with: (1) 3M for laser disc duplication at a cost not to exceed \$31,400; and (2) Bay Area Data Supply for diskette duplication at a cost not to exceed \$16,520.  
(ROLL CALL VOTE)

#### MANAGEMENT COUNSELING

G. Proposal for Adoption of Guidelines and Training Curricula for High-Speed Vehicle Pursuits

Penal Code Section 13519.8 requires the Commission to adopt guidelines and training courses addressing specified topics concerning high-speed vehicle pursuits. Implementation was required by November 1, 1994. Work on this project has been delayed. The author of the bill (SB 601, Marks) is aware of and understanding of the delay.

The report under this tab includes:

- o Proposed guidelines that may be voluntarily used by local law enforcement agencies to develop or revise vehicle pursuit policies.
- o Extensive commentary on subject matter related to the guidelines believed to be of value to policy makers and trainers.
- o Proposed training courses for in-service officers designed to meet the statutory requirements for training of officers whose basic training occurred prior to January 1, 1995.
- o The in-service or supplemental training is proposed as two separate courses: one designed for entry-level officers and supervisors; and the other designed to Middle Managers and above. The two courses are proposed because POST's legal counsel has advised that

the law is best interpreted as requiring training for all ranks.

As described in the report, required training curricula must be adopted pursuant to the Administrative Procedures Act. It is proposed a public hearing be scheduled on April 20, 1995.

The guidelines for use of local agencies in policy development are for voluntary use and do not require public hearing. Nevertheless, due to the importance of the issue and concerns expressed by some agencies, the Long Range Planning Committee has recommended the Commission schedule an informal hearing on the guidelines at the April 20, 1995 meeting.

If Commissioners concur, the appropriate action would be a MOTION to schedule a public hearing for adoption of the mandated training specifications, and an informal hearing to receive comment on the adoption of the pursuit guidelines for the April 20, 1995 Commission meeting.

#### TRAINING DELIVERY AND COMPLIANCE

##### H. Appeal of POST Policy on Certification of Training for Non-Sworn Personnel

POST recently rejected a certification request for an Executive Secretary Course requested by Los Medanos Community College and supported by the California Police Chiefs' Association. The Chiefs appealed the denial with a request that the Commission reconsider its policy on certifying courses for civilians working in law enforcement agencies.

By way of background, in 1985, at the direction of the Commission, POST staff conducted a study, including a survey of 280 agencies, to determine needs and the appropriateness of POST providing training for certain classifications of non-sworn personnel. The study revealed secretary training as not a high priority at that time, and was not included in the few civilian courses authorized by the Commission. As a result of the study, the Commission, in 1986, set a policy which narrowly limits certification of courses for non-sworn personnel.

The report under this tab includes the 1986 report to the Commission and the content of the requested training course. The matter is before the Commission for review. It is anticipated that a representative of the California Police Chiefs' Association will be present at the meeting to address this issue.

## EXECUTIVE OFFICE

### I. Report on a Field Survey Option Regarding Field Input on POST Programs

It has been three years since legislative action resulted in a significant reduction in POST revenues. Attempts to restore the revenues have resulted in very modest, one-time revenue augmentations each of the last two fiscal years. Absent legislation that would fundamentally change the POST funding formula, there is little reason to believe that revenues will increase substantially in the foreseeable future.

Though travel, per diem, and tuition reimbursement continued, the bulk of the revenue shortfall has been "absorbed" by withholding reimbursement to local agencies for training presentation costs. The Commission also promoted economies in course delivery, including use of technology. Given current fiscal realities, it is doubtful whether sufficient funds will be available to provide anything more than token training presentation cost reimbursement in future years unless resources are diverted from other POST programs.

In recognition of these facts, it may be appropriate to conduct a survey of the agencies in the POST reimbursable program. The survey would serve the twofold purpose of further advising the field of the gravity of the financial situation, and of soliciting input that might be useful to the Commission in making the difficult program decisions which may lie ahead. It would also provide an opportunity to gauge the level of support and commitment to restoring POST revenues to pre-1991 levels.

If the Commission wishes to follow this course, it will be necessary to mail the survey in January in order to report the results to the Commission in April. A draft survey questionnaire is therefore being prepared and will be available for review at the January Commission meeting. This proposal is forwarded in full recognition that the Commission has neither requested nor endorsed such a survey, and that there are alternatives to a survey should the Commission deem that input from the field would be helpful at this time.

### J. Report on the Postponement of the 1995 Symposium on Law Enforcement Training Technology

Preparations for the 1995 Symposium on Law Enforcement Technology and Training are virtually complete. The symposium was scheduled for January 11, 1995 at the Sacramento Community Center. The symposium was to have been held as an extension of the AB 492 study reporting requirement, and in conjunction with the January 1995 Commission meeting.

Due to the problems confronting them at this time, it appears that participation by legislators would be limited. Without legislators in attendance, the symposium would not have the desired impact. The idea was to have law enforcement and their legislators participate together in both the formal presentation and the hands-on demonstrations of various technology applications.

At its December 13 meeting, the Long Range Planning Committee received a report on the upcoming symposium. After discussion, the Long Range Planning Committee recommended postponing the symposium to a more favorable time. Commissioners advised by the Executive Director concurred with the decision to postpone the symposium. Arrangements have been made to back out of the January 11 date. Assuming a rescheduling, the work that has been done to date will simply be applied to the new date so there will not be any significant loss of time or effort.

One alternative would be to hold the symposium in conjunction with the California Peace Officers Association (CPOA) Legislative Day that is tentatively scheduled for March 1995 in Sacramento. Discussions have begun with the Executive Director of CPOA about holding the symposium in conjunction with their Legislative day. CPOA is currently finalizing their plans for that meeting, and may begin the meeting on the afternoon of March 13, 1995. A status report on this alternative will be made at the Commission meeting.

It is recommended that the 1995 Symposium on Law Enforcement Technology and Training be rescheduled to coincide with the annual CPOA Legislative Day. The Symposium could either be scheduled ahead of or after the CPOA program.

If the Commission concurs, the appropriate action would be a MOTION to reschedule the 1995 Symposium on Law Enforcement Technology and Training to be held in conjunction with the CPOA Legislative Day.

- K. Report and Recommendation to Set a Public Hearing for April 20, 1995 to Receive Testimony on the Implementation of Senate Bill 1874 and Level I Reserve Training Standards

Senate Bill 1874 (Ayala) was recently signed into law, effective January 1, 1995, amending Penal Code Section 832.6. The amendments will have a significant impact upon Level I reserve officer training requirements. The major provisions of this legislation:

1. Requires non-designated Level I reserve officers appointed after January 1, 1997 to complete the regular Basic Course training requirement;
2. Allows a law enforcement agency to request an exemption from the above training requirement, if the agency has policies approved by the Commission limiting duties of their Level I's and they complete other training requirements established by the Commission; and
3. Requires all Level I reserve officers to satisfy the Continuing Professional Training (CPT) requirement prescribed by the Commission.

The proposed amendments to Commission regulations and procedures would implement certain provisions of SB 1874 including:

1. Establish the regular Basic Course as the required training for non-designated Level I reserve peace officers appointed after January 1, 1997.
2. Establish Commission requirements for exempting Level I reserves from the Basic Course if the agency has approved policies or other documentation specifying its Level I's are deployed to assignments or duties that are primarily less than "prevention and detection of crime and the general enforcement of laws" as defined by POST or are under the continuous and immediate supervision of a POST certificated regular officer while performing general law enforcement duties.

The policy or other documentation must specify what duties are performed, rather than what they can't perform. Exempted Level I's would not be precluded from handling immediate life threatening law enforcement emergencies.

3. Require exempted Level I reserve officers to complete the current Level I Reserve Training course of 222 hours and a 200-hour field training program approved by the Commission.



4. Specify that the CPT requirement for all Level I's, regardless of rank or assignment, be the same CPT requirement as that for regular officers (24 hours every two years).
5. Modify Commission Regulation 1008 by allowing service as a Level I reserve to be considered peace officer service for purpose of the three year rule if the law enforcement agency has policies requiring a minimum 16 hours service per month for its Level I's.

If the Commission concurs, the appropriate MOTION would be to schedule this matter for a public hearing in conjunction with the April 20, 1995 Commission meeting.

#### COMMITTEE REPORTS

##### L. Finance Committee

Commissioner Ortega, Chairman of the Finance Committee, will report on the Committee meeting held on January 11, 1995 in Sacramento. Items to be addressed on the agenda include:

1. Financial Report - Second Quarter FY 1994/95
2. 1995/96 Governor's Budget
3. Review of Student Workbook Contract
4. Funding of an Additional Supervisory Leadership Institute Presentation
5. Review of Expenditure Proposals on the January 12 Commission Agenda
6. Approval to Negotiate the Proposed Training, Standards, and Administrative Contract Renewals for 1995/96 (Reports of these proposed renewals are under Agenda Tab L)

##### M. Long Range Planning Committee

Chairman Leduc, who also chairs the Long Range Planning Committee, will report on the Committee meeting held on December 13, 1993 in Los Angeles.

##### N. Legislative Review Committee

Commissioner Block, Chairman of the Commission's Legislative Review Committee, will report on the Committee meeting held January 12, 1995 in Sacramento.

##### O. Advisory Committee

Judith Valles, Chairman of the POST Advisory Committee, will report on the Committee meeting held January 11, 1995 in Sacramento.

OLD/NEW BUSINESS

DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

April 20, 1995 - Holiday Inn On-the-Bay, San Diego  
July 20, 1995 - Hyatt Regency - Irvine  
November 9, 1995 - Orange County  
January 18, 1996 - Southern California

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083



**COMMISSION MEETING MINUTES**  
**November 17, 1994**  
**Waterfront Hilton Hotel**  
**Huntington Beach, CA 92648**

The meeting was called to order at 10:00 a.m. by Chairman Leduc.

Commissioner Campbell led the flag salute.

**ROLL CALL OF COMMISSION MEMBERS**

A calling of the roll indicated a quorum was present.

**Commissioners Present:**

Marcel Leduc, Chairman  
Devallis Rutledge, Vice-Chairman  
Sherman Block  
Cois Byrd  
Collene Campbell  
Jody Hall-Esser  
Ronald Lowenberg  
Manuel Ortega  
Devallis Rutledge  
Lou Silva  
Dale Stockton

The Executive Director announced that Commissioner Campbell would need to leave early due to her attendance at a Victims' Committee meeting which was being held at the same time as the Commission meeting.

**Commissioners Absent:**

George Kennedy  
Attorney General Daniel E. Lungren  
Bernard Parks

**POST Advisory Committee Members Present:**

Charles Brobeck, Chairman  
Jay Clark  
Norman Cleaver  
Derald D. Hunt  
Judith Valles  
Woody Williams

**Staff Present:**

Norman C. Boehm, Executive Director  
Glen Fine, Deputy Executive Director  
Hal Snow, Assistant Executive Director  
John Berner, Bureau Chief, Standards and Evaluation  
Mike DiMiceli, Bureau Chief, Management Counseling  
Jim Holts, Special Consultant, Learning Technology Resources Center  
Everitt Johnson, Bureau Chief, Basic Training Bureau  
Ken Whitman, Bureau Chief, Learning Technology Resources Center  
Frederick Williams, Bureau Chief, Administrative Services  
Vera Roff, Executive Secretary

**Visitor's Roster:**

Hugh Foster, Golden West Community College  
Ed Hendry, Orange County Sheriff's Department  
David King, Investigations, Franchise Tax Board  
I. Patino, Rio Hondo Community College  
Tom Snook, PORAC  
Bill Stearns, Seal Beach Police Department  
Rich Thomas, Chief, Ventura Police Department  
Jerry Thompson, Investigations, Franchise Tax Board  
James Wait, State Fire Marshal  
Sam Williams, Investigations, Franchise Tax Board  
Chris Woodin, Lt., Redlands Police Department  
Jim Yates, Director, Investigations Bureau, Franchise Tax Board

**A. APPROVAL OF MINUTES**

MOTION - Block, second - Campbell, carried to approve the minutes of the July 21, 1994 regular Commission meeting held at the Red Lion Hotel in San Diego.

**CONSENT CALENDAR**

B. MOTION - Lowenberg, second - Montenegro, carried unanimously to approve the following Consent Calendar:

B.1 Receiving Course Certification Report

B.2 Receiving Financial Report - First Quarter FY 1994/95

B.3 Receiving Information on New Entries into the POST Regular (Reimbursement) Program

B.4 Receiving Information on New Entries into the Public Safety Dispatcher Program

## PUBLIC HEARING

The purpose of the public hearing was to receive testimony in regard to proposed amendments to Commission Regulations and Procedures. The hearing was divided into two parts. Part I pertained to proposed amendments to Regulation 1005(a)(4) and Commission Procedure D-1-6, minimum training standards for Specialized Investigators. Part II pertained to proposed amendments to Regulation 1005 (d)(2), telecourse training limitation for CPT credit.

The public hearing was held in compliance with requirements set forth in the Administrative Procedures Act to provide public input on the proposed regulatory actions.

### PART I OF THE PUBLIC HEARING

C. Receiving Testimony on Proposal to Increase Hours, Adopt Training Specifications and Modify Curriculum Requirements for the Specialized Basic Investigators' Course and Rename it the Specialized Investigators' Basic Course (SIBC)

It was reported that POST staff and a committee of statewide agency and training representatives had reviewed the Specialized Basic Investigators' Course as to content, length, and instructional methodologies. They worked to ensure that the current training needs and standards of the new SIBC are consistent with the form and format of the Regular Basic Course, as applicable.

This review has resulted in proposals to:

1. Change the name of the course from the Specialized Basic Investigators' Course to the Specialized Investigators' Basic Course;
2. Up-date the curriculum from 11 Functional Areas to 13 Learning Domains;
3. Establish completion of the P.C. 832 Laws of Arrest and Firearms Course as a course prerequisite;
4. Adopt Training Specifications for each Learning Domain; and
5. Increase the minimum training requirements from 340 hours to 428 hours, which is the combined hour requirement of PC 832 and the SIBC.

Following the staff report, the Executive Director presented a summary of written commentary received from the following:

Mary Anne Boese, Chief of the Division of Investigations and Occupational Licensing, Department of Motor Vehicles, wrote in support of the proposal stating that, "While law enforcement executives are often hard-pressed to send new employees to longer training sessions, the subject matter proposed for inclusion is both worthwhile and necessary.

Derald D. Hunt, Business Manager, California Association of Administration of Justice Educators (CAAJE), states that CAAJE wishes to go on record as endorsing and supporting the proposed amendments to Regulation 1005 and Commission Procedure D-1-6.

After a summary of written commentary, the Chairman invited oral testimony from those present. No one indicated a desire to be heard.

There being no further testimony, Part I of the hearing was closed, and the following action was taken.

MOTION - Block, second - Ortega, carried unanimously to adopt the proposed changes to the Specialized Basic Investigators' Course.

#### PART II OF THE PUBLIC HEARING

D. Receiving Testimony on Proposal to Modify Criteria for Awarding CPT Credit for Viewing Telecourse Videotapes Report

At its July meeting, the Commission discussed specific reservations expressed by some survey respondents about satisfying 100% of the CPT requirement through viewing telecourses. The Commission considered that some agencies might choose to totally abandon a balance among telecourse, IVD, classroom, hands-on, and other training. The purpose of the public hearing was to receive testimony on the proposal to amend POST regulations limiting telecourses to satisfying no more than 12 hours (50%) of the 24-hour biennial CPT requirement.

Following the staff report, the Executive Director presented a summarization of written commentary received from the following:

Gregory R. Cooper, Chief of Police, Sanger Police Department, wrote in support of the proposal. He also recommended an additional amendment that would require a minimum of six hours of hands-on training to the Continuing Professional Training requirement.

Bennett P. Lambert, Shasta County District Attorney Administrator, and Barry W. Zanni, Shasta County District Attorney Chief Investigator, both wrote in opposition to the proposal. Their letter stated that they as a small county do not possess sufficient budget to routinely send staff to training. "Therefore, to mandate that small counties with limited resources expend funds given existing reimbursement limitations under POST is unfair and not practical." They also stated that if POST would offer the bulk of technical courses in Shasta County, they would then support the telecourse limitation.

Ken Brown, Administrative Lieutenant, Monterey Police Department, wrote in opposition of the proposed amendment for Chief Floyd D. Sanderson. His letter questions the cost effectiveness of the proposal to limit telecourse training to 12 hours for CPT credit. He stated, "This will mean officers will be traveling to a Regional Training Center or other Institution that meets POST requirements and that is presenting the necessary training in order to fulfill the established standard. This travel will entail per diem expenses and thus not reduce the impact on the POST Training Fund, which is what the telecourses were meant to accomplish." He recommends amending the proposal to allow 16 hours of CPT credit for telecourse training, stating this would be more cost effective.

Captain Gary J. Brennan, Los Angeles Police Department, wrote in opposition of the proposal for Chief Willie L. Williams. He stated, "We are concerned that limiting CPT to a maximum of 12 hours of telecourse training, will severely restrict our ability to keep the Los Angeles Police Department in compliance with POST regulations."

Mary Anne Boese, Chief of the Division of Investigations and Occupational Licensing, Department of Motor Vehicles, wrote in support of the proposal. She stated, "I agree completely that the use of video tapes and telecourses, such as those offered through POST, should be considered supplements to other training, not a sole source training. Use of such supplemental materials should not supplant, but should add to other training used to satisfy an individual's requirement for Continuing Professional Training. The imposition of a limit of 50% seems reasonable, given these concerns."

After a summary of written commentary, the Chairman invited oral testimony from those in opposition.

Chris Woodin, Lieutenant, Redlands Police Department, objected to the proposal and stated that Training Managers need to have the flexibility of unrestricted use of the telecourses in selective circumstances.

The Chairman then invited oral testimony from those in favor. No one indicated a desire to be heard.

In accordance with the California Code of Regulations, the Executive Director summarized responses to concerns expressed:

Chief Gregory R. Cooper, Sanger Police Department, made a recommendation to tighten the CPT requirement by requiring that it include six hours of hands-on training. First, before reading our response, it should be noted that although we did respond briefly to this recommendation, it is not specifically directed at the proposed action. Our response is as follows: Over the years, the Commission has considered similar proposals to more specifically define acceptable training for the CPT requirement. However, the position of the Commission has leaned towards allowing agencies greater latitude to decide on the type of training because of their varying needs. Also, it would be both difficult and costly for POST to monitor such restrictions.

Bennett Lambert and Barry Zanni, both from Shasta County District Attorney's Office, commented on the unfairness of mandating that small counties, with limited resources, send staff to training. Our response follows:

The Commission shares your desire to have live technical courses presented in the Redding area to the greatest extent possible. Shasta College is certified to present numerous two-to-eight hour modules of instruction. Our goal is to ensure that training will be available that is convenient and compatible with any limitations placed on telecourse training.

In addition to our written response, we would like to add that POST will bring trainers to Shasta County to meet needs there rather than send trainees out as interest and needs make this cost effective. The Commission's goal is to ensure that cost effective training will be available everywhere in the state. Telecourse training is part of that strategy, but does not preclude other approaches.



Ken Brown, Monterey Police Department, (for Chief Sanderson), commented that it would be more cost effective to amend the proposal to permit 16 hours of telecourse training for meeting the CPT requirement. This would leave only 8 hours to complete the CPT requirement necessitating only one day of travel and commuter lunch. Our response is as follows:

Your favoring a hourly limitation that would mesh easier with the traditional eight-hour training day is understandable. POST shares your desire to see training delivered in a format that will lead to cost savings in meeting the minimum 24-hour requirement for both the agencies and POST. In January of 1993 the Commission took action to allow the certification of POST courses in two-, four-, and six-hour blocks. POST's goal is to ensure that training is available in your area and is convenient and compatible with any limitations placed on telecourse training.

Gary Brennan's, Captain, Los Angeles Police Department, (for Chief Willie Williams), commented that the proposal severely restricts Los Angeles Police Department's ability to keep in compliance with POST regulations. Our response is as follows:

Please be assured that the concerns addressed in your letter will be presented to the Commission at the public hearing.

Chris Woodin, Lieutenant, Redlands Police Department, concerning the need for flexibility, it was agreed that is a concern; however, staff believes there are other kinds of training, such as interactive video disks, or bringing training into the department, that could satisfy that need.

Commissioner Rutledge, addressing the concern over loss of flexibility in complying with the 24-hour requirement, observed that law enforcement agencies should view the proposal from the positive standpoint of gaining the option of meeting 50% of the requirement through telecourses. Previously, only traditional training courses could be used for the entire requirement.

The Advisory Committee reviewed the proposal at its meeting on November 16, 1994, and recommended approval of amending the regulations limiting telecourses to satisfying no more than 12 hours of CPT credit.

After discussion, Part II of the hearing was closed and the following action was taken:

MOTION - Rutledge, second - Montenegro, carried unanimously to approve regulation changes regarding criteria for awarding CPT credit for viewing telecourse videotapes.

Following the action taken, the Commission clarified that the 50% telecourse credit is applicable to all programs, both live and video tape telecourses.

#### BASIC TRAINING BUREAU

E. Approval to Adopt Changes to Regular Basic Course Training Specifications Using the Abbreviated Public Hearing Notice Process

Commissioners previously approved modifications to Procedure D-1 to establish training specifications for each Regular Basic Course learning domain and to incorporate a new document *Training Specifications for the Regular Basic Course - July 1993* into Procedure D-1 by reference. The training specifications now serve to describe the Regular Basic Course in Administrative Law.

The following changes were recommended:

- o Addition of a learning activity relating to observation and perception;
- o Addition of two learning activities relating tactical responses to a variety of crimes-in-progress.

MOTION - Byrd, second - Lowenberg, carried unanimously to adopt changes to the Regular Basic Course training specifications subject to the Notice of Regulatory Action, effective upon approval as to form and procedure by the Office of Administrative Law.

F. Scheduling a Public Hearing on April 20, 1995 to Receive Testimony on the Proposal to Increase the Minimum Hours of the POST Regular Basic Course

Commissioners previously approved changes to Commission Procedure D-1 which eliminated the Basic Course functional areas and mandated learning domains as the sole method for organizing the regular Basic Course curriculum and for developing supporting test instruments. As a result of this change, it was necessary to redistribute the 560 hours prescribed for the regular Basic Course from 12 functional areas to 41 learning domains.

Staff conducted a comprehensive time analysis of the regular Basic Course to determine if the current minimum hours are adequate to meet approved or required instructional goals. The following recommendations were made:

1. Increasing time in 9 learning domains by 2 hours
2. Increasing time in 4 learning domains by 4 hours
3. Increasing time in 5 learning domains by times ranging from 8 to 16 hours.
4. Increasing time for cognitive (POSTRAC) testing by 1 hour
5. Increasing time for scenario testing by 16 hours
6. Reducing time in one domain by 2 hours

These recommendations would increase the overall minimum hours for the regular Basic Course from 560 to 664 hours. It was recommended that decisions regarding reimbursement be deferred.

MOTION - Ortega, second - Stockton, carried unanimously to set a public hearing for the April 20, 1995 Commission meeting to receive testimony concerning the proposed changes to the regular Basic Course.

G. Report on Development of Workbooks for the Basic Course

At its July 1994 meeting, the Commission authorized dissemination of a Request for Proposal (RFP) to obtain vendor bids for developing workbooks for six Basic Course learning domains as a pilot project.

Staff reported that following evaluation, the selection committee recommended the contract be awarded to International Computer and Telecommunications, Inc., for development of workbooks for six learning domains for an amount not to exceed \$99,381.

Commissioner Ortega, Chairman of the Finance Committee, reported that the Finance Committee reviewed this proposal at its November 16, 1994 meeting. However, due to the potential of a \$500,000 deficit for this Fiscal Year, Committee consensus was to delay action until after the January Commission meeting.

MOTION - Block, second - Stockton, carried unanimously, to accept the staff report but to delay implementation until funds are available.

## STANDARDS AND EVALUATION

### H. Approval to Adopt Proposed Changes to Basic Course Performance Objectives

Staff reported that ongoing review of the performance objectives for the regular Basic Course has identified a number of proposed changes. The proposed changes occur in Learning Domains 21, 22 and 23 (Patrol Techniques, Vehicle Pullovers, and Crimes in Progress), and involve changes to knowledge objectives (tested by POST-developed paper-and-pencil tests), as well as to exercise and scenario objectives.

The net effect of the proposed changes will be to eliminate paper-and-pencil tests in these Learning Domains, and thus place an increased emphasis on exercise and scenario tests to evaluate student performance in these areas. This action is consistent with recent Commission actions in other selected Learning Domains. The Long Range Planning Committee reviewed the proposed changes at its October 11, 1994 meeting, and recommended Commission approval.

All proposed changes to the performance objectives are consistent with proposed changes to the *Training Specifications for the Regular Basic Course - 1993*, as described in a previous agenda item. Instruction on the topics covered by all deleted objectives will continue to be mandated as specified.

There was discussion concerning the immediacy of the December 1, 1994 effective date and whether the performance objective changes would apply only to academy classes that begin on or after that date. Staff confirmed that this was the case, and it was agreed that future agenda items concerning performance objective changes should explicitly state that the effective date of the changes apply only to classes beginning on or after the effective date.

MOTION - Block, second - Silva, carried unanimously to adopt the proposed changes to the regular Basic Course performance objectives to become effective December 1, 1994.

## TRAINING PROGRAM SERVICES

### I. Approval of Marketing of POST Telecourse Material Production Use Rights to Other States

POST recently has encouraged other states to begin producing telecourses, with the idea that if several states can produce telecourses that are of value, and if they can be

shared, the result will be more telecourses available at a lower cost.

Staff reported that the interest generated by other states in purchasing the right to use POST telecourse materials suggests that it is an appropriate time to discuss the issue and seek authority to enter into sales. Because the Commission's telecourses are copyrighted, sale of any right-to-use would be restricted to material for adaptation and distribution within the purchasing state and would prohibit any resale.

A use fee of 10% of overall telecourse production costs is suggested. This fee structure is based upon technical advice on industry standards. It will provide substantial reimbursement for the cost of scenario development which is the most critical telecourse component. It also provides an affordable fee that encourages the highest level of participation by other states. Since production costs average \$50,000, which includes the KPBS contract and staff expenditures, the use fee would average \$5,000.

The proposal was discussed at the October 11, 1994 Long Range Planning Committee meeting and at the November 20, 1994 Finance Committee meeting. Both Committees recommended that it be taken to the Commission for approval.

After discussion, the following action was taken:

MOTION- Lowenberg, second - Montenegro, carried unanimously to authorize the Executive Director to sell rights of usage to other states for POST telecourses at a fee of \$5,000 per telecourse or 10% of overall production cost as circumstances may warrant.

#### LEARNING TECHNOLOGY RESOURCE CENTER

##### J. Report on Plans for the 1995 Symposium on Law Enforcement Training Technology

Staff reported that planning for the Symposium, to be held January 11, 1995, at the Sacramento Community Center is on schedule. This Symposium will follow the format of the successful Technology Demonstration Workshop hosted by the Commission in November 1993. The Governor and Legislative leadership in the Senate and Assembly have agreed to co-sponsor the event.

This Symposium is an extension of Assembly Bill 492 requiring a comprehensive report on technology, skill facilities, and implementation and funding plans for the

Legislature. Invitations to legislators will be mailed within the next few weeks. The Advisory Committee suggested that invitations to legislators also come from law enforcement officials within their own districts.

The consensus of the Commission was that plans for the Symposium should proceed as outlined.

K. Approval of Report on AB 492 Technology in Training and Regional Skills Facilities Study for Submittal to the Governor and the Legislature

Assembly Bill 492 (Campbell, 1991 and chaptered as P.C. Section 13508) required POST to implement many of the Assembly Concurrent Resolution 58 recommendations. Included in Penal Code Section 13508 is the requirement that POST establish a learning technology laboratory to conduct research and pilot projects using modern technology. POST was also to develop a plan for the implementation and funding of skill facilities and technology training applications.

Starting in March 1993 and concluding in October 1994, Lieutenant Jim Holts of the Los Angeles County Sheriff's Department directed this program under the POST Management Fellowship Program. A statewide training facilities symposium and a military base closure meeting was held.

A Regional Centers Advisory Committee was formed, including representatives from other public safety disciplines (fire and corrections), to help develop the required report to the Legislature. The Regional Centers Advisory Committee held a series of 17 meetings to develop a statewide strategy on a wide range of issues.

The report to the Governor and the Legislature contains a comprehensive plan to integrate technology applications both into agencies and skill facilities, the statewide proposals for shared regional skill training facilities, and an implementation and funding plan.

A presentation was made by Richard Thomas, Chief, Ventura Police Department, representing California Police Chiefs' Association (CPCA); Woody Williams, Deputy Chief, San Bernardino Sheriff's Department, representing California Police Officers' Association (CPOA); Jim White, Deputy Chief, State Fire Marshal's Office, representing fire service training; and Hugh Foster, Golden West College, representing Consortium of Academy Directors (CADA). The group represented members of the Regional Centers Advisory Committee. They stressed the importance of an Administration and Legislature-backed bond proposal to fund

the regional skills centers. The Commission commended all members of the Regional Centers Advisory Committee for their cooperative spirit in developing this report.

The draft report was reviewed by the Long Range Planning Committee on October 11 and the Finance Committee on November 16.

MOTION - Rutledge, second - Hall-Esser, carried unanimously to approve the report subject to final review of the Long Range Planning Committee and, thereafter, authorize its submittal to the Legislature.

#### MANAGEMENT COUNSELING

L. Report on the Peace Officer Feasibility Study for the Franchise Tax Board, and Recommendation to Submit the Report to the Franchise Tax Board and the Legislature

Gerald Goldberg, Franchise Tax Board Executive Officer, requested a study concerning the designation as peace officers for certain investigators of the Franchise Tax Board. The study addresses the Special Agent and Tax Enforcement Agent positions assigned to the Investigations Bureau.

Staff reported that the study concludes that the work of the non-peace officer investigators frequently and routinely requires peace officer authority. The report recommends those investigative positions be designated as peace officers in Chapter 4.5, Section 830, et seq., of the Penal Code.

MOTION - Byrd, second - Montenegro, carried unanimously to submit the completed feasibility study report, including the recommendation, to the Franchise Tax Board and the Legislature.

#### COMMITTEE REPORTS

M. Finance Committee

Commissioner Ortega, Chairman of the Finance Committee, reported on the Committee meeting held on November 16, 1994. In addition to matters already addressed on the agenda, the Committee received reports and took action on the following:

1. Commissioner Lowenberg reported that the President of the California Police Chiefs' Association, at a meeting on November 15, appointed a committee to investigate the drop in POST funds available for training reimbursement. The committee is to report

back to the Chiefs' Association at its annual meeting in February 1995. The Finance Committee recommended the Executive Director contact the President of Cal Chiefs' Association and suggest their study of POST funding be expanded to include representatives of CPOA and CSSA.

2. The First Quarter Financial Report shows that the first quarter training volume and reimbursement expenditures are within Fiscal Year projections.

Since the first quarter report was finalized, revenue projections have also been calculated based upon the first four months of the Fiscal Year. Revenue for the month of October was less than anticipated. The amount was \$2.5 million. This is a slight downturn that results in a current projection for an end-of-year deficit of approximately \$500,000. This is significantly less than the \$1.5 million deficit projected when we began the Fiscal Year.

The Committee recommended the continuation of suspension of reimbursement for the purchase of satellite/IVD equipment and training presentation costs.

3. At its July meeting, the consensus of the Commission was to increase the number of presentations of the Supervisory Leadership Institute, but defer final approval until this matter was examined again in November. The added cost would be \$83,000 per year. The Committee believes, based on current revenue and expenditures, that staff should delay consideration of this matter until the January meeting.
4. Following review and discussion, the Committee recommended Commission approval of the following contract matters that are before the Commission for decision.

- o MOTION - Lowenberg - second, Silva, carried unanimously by ROLL CALL VOTE for augmentation (\$4,238.91) of the FY 1993/94 contract with Cooperative Personnel Services (CPS) for administration of POST proficiency exam and authorize the Executive Director to sign an amended contract with Cooperative Personnel Services for administration of the POST Proficiency Examination, bringing the total contract amount for FY 1993/94 to \$31,723.86.



- o MOTION - Block, second - Montenegro, carried unanimously by ROLL CALL VOTE for augmentation of the Accreditation Special Consultant contract with San Bernardino Valley College amending the contract to provide the \$4,848.16 that is outstanding and authorize the Executive Director to sign the amended contract in an amount not to exceed \$71,850.78.
- o MOTION - Lowenberg, second - Stockton, carried unanimously by ROLL CALL VOTE for augmentation of \$23,751.00 to the FY 1994/95 Department of Justice contract to upgrade the Homicide Investigation Course in the Presley Institute of Criminal Investigation (ICI) Program and authorize the Executive Director to sign an amended DOJ contract for a total amount not to exceed \$951.635.
- o MOTION - Byrd, second - Lowenberg, carried unanimously by ROLL CALL VOTE for approval of a contract in an amount not to exceed \$13,000 for FY 1994/95 for computer software maintenance and support with Ingres and to authorize the Executive Director to sign.

N. Long Range Planning Committee

Chairman Leduc, who also chairs the Long Range Planning Committee, reported that the Committee met on October 11, 1994 in Monterey Park.

In addition to items previously addressed on the agenda, the Committee discussed the following:

1. Pursuit Guidelines

A draft of proposed pursuit guidelines being developed pursuant to P.C. Section 13519.8 was received at the meeting. Following receipt of input from a sampling of law enforcement agencies, a final draft will be before the Committee at its next meeting. The guidelines will be submitted to the Commission at its January 12, 1995 meeting.

2. Transitioning the Basic Course

The Committee has previously received reports on the potential for reducing academy length by allowing certain knowledge-oriented instruction to be satisfied by completion of courses in college administration of justice degree programs. A briefing was received on work to date on this issue. There is widespread

interest by trainers and employers in pursuing this. Committee consensus was that staff should continue current directions and report on progress at the next meeting.

3. Community College Funding Study

Briefing was received on a recently-completed staff study. This was an informational item, and the report is available to other Commissioners.

4. Restoration of POST Funding

This continuing problem was briefly discussed. Both local and state officials appear to be deferring discussions on all funding issues until after the election and more is known about the condition of this year's State General Fund.

O. Legislative Review Committee

Commissioner Block, Chairman of the Commission's Legislative Review Committee, reported on the Committee meeting held November 17, 1994 in Huntington Beach.

The Committee discussed Status of Legislation of Interest to POST in 1994 and discussed the following:

1. AB 12 which was designed to grant immunity to dispatchers and employees for issuing pre-arrival medical instructions if training and guidelines were followed. That legislation was vetoed by the Governor. It is hoped that it will be reintroduced with corrections to the concerns which caused its veto.
2. The Legislature has asked POST to work with the Department of Consumer Affairs to develop training and selections standards for private security officers.
3. SB 1874 which enacts the Reserve Peace Officers Professional Standards Act of 1994 and upgrades training standards for Level I reserves was chaptered into law.
4. A policy for dealing with legislation proposing new training mandates was also discussed. Two approaches were approved: (1) to be proactive in communicating with legislators to allow POST to assist in developing the appropriate legislation dealing with training; and (2) take a "no position" on bills which require legislatively-mandated training. POST would, however, do any in-depth analysis for distribution to various

law enforcement agencies and organizations. Proposed language to implement these changes in Commission policy was approved, along with language on proposed legislation to establish new categories of peace officers.

P. Advisory Committee

Charles Brobeck, Chairman of the POST Advisory Committee, reported on the Committee meeting held November 16, 1994 in Huntington Beach.

1. Report on Advisory Committee Recommendations for Naming the Recipients of the Governor's Award for Excellence in Law Enforcement Training

At its July 1994 meeting, the Commission approved selection criteria and categories for the Governor's Award for Excellence in Peace Officer Training. A subcommittee of the POST Advisory Committee and the full Advisory Committee reviewed nominations for each of the three categories of award (Individual Achievement, Organizational Achievement, and Lifetime Achievement) just prior to the November Commission meeting.

Norman Cleaver, Chairman of the POST Advisory Subcommittee, reported the sub-committee met on November 15, and announced their recommendations for the 1994 award recipients:

- o Gordon Graham, Lieutenant, California Highway Patrol, for Individual Achievement.

Lt. Graham currently serves as the Administrative Lieutenant and has the responsibility for analyzing the operations of the 12 divisions and was previously the Training Coordinator for all Southern California. On his own volition, he developed SROVT, a Solid-Realistic-Ongoing-Verifiable-Training Program. It is scenario-based and has been used by the CHP as well as other law enforcement agencies throughout the State. He is well known throughout California for presenting training to a variety of audiences.

- o Rialto Police Department, Research and Planning Unit, for Organizational Achievement.

The Research and Planning Unit was nominated by Chief Dennis Edgewood. The Community-Oriented and Problem-Oriented Policing Training Program is

directed toward the officers and citizens of Rialto. The program has been exported to other cities with successful results. The program has produced a reduction of crime as well as an improvement in the quality of life within the City of Rialto.

- o Derald D. Hunt, Professor Emeritus and Business Manager of the California Association of Administration of Justice Educators for Lifetime Achievement.

Mr. Hunt has served law enforcement since 1945, beginning as a peace officer and going on to the Department of Education, Vocational Education area. He was responsible for developing law enforcement training programs, and in 1960 developed in the first Basic Course in the State. In the late 1960's he developed one of the first computer-assisted programs known as CAL-COP. Mr. Hunt continues to author and publish, and is active in a variety of volunteer programs, including currently serving as the Business Manager of CAAJE.

Chairman Leduc, on behalf of the Commission, thanked the Committee for their participation in the award selections.

MOTION - Hall-Esser, second - Montenegro, carried unanimously to approve the nominations of the Committee for the recipients of the Governor's Award for 1994.

2. Chairman Brobeck reported that a discussion was held at the Advisory Committee concerning the training of new recruits and Field Training Officers. The Committee recommended that a study be undertaken to examine existing standards for field training, including that for Field Training Officers (FTO's), recognizing this is a critical component of entry-level law enforcement training, and that there is a perception of vast differences in the training and selection of FTO's.

Staff was directed to look into the matter and report back with recommendations.

3. Chairman Brobeck reported that Advisory Committee elections were held on January 16, 1994. He announced that Judith Valles was elected as Chair, and Jay Clark was elected as Vice-Chair for the upcoming year.

## OLD/NEW BUSINESS

### Q.   o   Correspondence

Letter from Alan Barcelona, new CAUSE President, requesting appointment to the POST Advisory Committee. The position is currently occupied by Cecil Riley whose term expires September, 1995.

Action on this was postponed until the January meeting.

### o   Certificate Revocation Issue

Chairman Leduc reported that a meeting of the ad hoc committee will be held after the January Commission meeting in an effort to resolve this issue.

### o   Community-Orienting Policing Programs

Commissioner Stockton requested that staff develop training that would enhance departments' ability to develop Community-Orienting Policing programs for use into their communities.

The consensus of the Commission that staff look into the suggestion and report back.

## DATES AND LOCATIONS OF FUTURE COMMISSION MEETINGS

January 11, 1995 - 1995 Symposium on Law Enforcement  
Training Technology - Sacramento Community Center  
January 12, 1995 - Holiday Inn, Sacramento  
April 20, 1995 - Holiday Inn On-the-Bay, San Diego  
July 20, 1995 - Orange County  
November 9, 1995 - Orange County

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Course Certification/Decertification Report</b>		Meeting Date <b>January 12, 1995</b>	
Bureau <b>Training Delivery &amp; Compliance Bureau</b>	Reviewed By <i>pta</i> <b>Ronald T. Allen, Chief</b>	Researched By <i>Rachel S. Fuentes</i> <b>Rachel S. Fuentes</b>	
Executive Director Approval <i>Morgan Boehm</i>	Date of Approval <b>12-20-94</b>	Date of Report <b>December 20, 1994</b>	
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No	

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

The following courses have been certified or decertified since the November 17, 1994 Commission meeting:

CERTIFIED

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
1.	Training Conference	Calif. State Marshal's Assn.	Technical	N/A	\$ -0-
2.	Radar Operator	Santa Barbara S.D.	Technical	V	-0-
3.	Bailiff Orientation	Los Angeles S.D.	Technical	IV	11,040
4.	Radar Operators	Oakland P.D.	Technical	IV	1,330
5.	Bicycle Patrol	Oakland P.D.	Technical	IV	5,744
6.	Drug Recognition - 11550 H&S	San Bernardino PD	Technical	IV	-0-
7.	Sexual Harassment	San Bernardino PD	Technical	IV	40,000
8.	Dispatcher, Public Safety-Extended Format	Los Medanos Col.	Dispatcher	N/A	-0-
9.	Skills & Knowledge Modular Training	Kern Co. S.D.	Technical	IV	1,500
10.	Skills & Knowledge Modular Training	Beverly Hills P.D.	Technical	V	\$ 12,450
11.	R.R Grade Crossing Accident Inv.	Union Pacific RR Police	Technical	IV	14,995

CERTIFIED (Continued)

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
	Accident Inv.	Police			
12.	Driver Awareness Update	Glendale P.D.	Technical	N/A	-0-
13.	Preventing Sexual Harassment	Fullerton College	Technical	IV	2,048
14.	Advanced Officer	Fresno P. D.	Advanced Officer	V	79,800
15.	Adv. Investigation Techniques	San Diego Co. SD	Technical	IV	2,304
16.	Use of Force/Officer Safety Update	Napa Valley College	Technical	IV	2,520
17.	Skills & Knowledge Modular Training	Laguna Beach Police Dept.	Technical	IV	-0-
18.	Spanish for L.E.	Ventura Co. CJTC	Technical	N/A	-0-
19.	Special Agent Entry/ Orientation	DOJ - ATC	Technical	N/A	-0-
20.	Skills & Knowledge Modular Training	Glendale P.D.	Technical	IV	-0-
21.	Livestock Theft Inv. Update	Calif. Dept. of Food & Agriculture	Technical	IV	6,000
22.	Chemical Agents Instructor	FBI, San Diego	Technical	IV	3,100
23.	Drug Influence Recognition-11550 H&S	Ventural Co. CJTC	Technical	V	1,152
24.	Advanced Officer	Bay Area Rapid Transit P.D.	Advanced Officer	IV	3,060
25.	Training Conference	Calif. Criminal Just. Warrant Serv. Assn.	Technical	N/A	-0-

CERTIFIED (Continued)

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>	<u>Annual Fiscal Impact</u>
26.	Training Conference	Vicki Quinn & Associates	Technical	N/A	-0-

27. - 30. 4 IVD courses certified as of 12-20-94. To date 81 certified presenters have been certified.

31. 1 additional Proposition 115 Hearsay Evidence Testimony Course Presenter has been certified as of 12-20-94. Presentation of this course is generally done using a copy of POST Proposition 115 Video Tape. To date, 278 presenters of Proposition 115 have been certified.

32. - 354 322 additional Telecourses certified as of 12-20-94. To date, 313 Telecourse presenters have been certified and 4,207 Telecourses certified.

DECERTIFIED

	<u>Course Title</u>	<u>Presenter</u>	<u>Course Category</u>	<u>Reimbursement Plan</u>
1.	Communications Trng. Officer	Riverside Comm. College	Technical	IV
2.	Career Ethics/Integrity	Riverside Comm. College	Technical	IV
3.	Ethics & Values - Organizational	Riverside Comm. College	Technical	IV
4.	Incident Command System	Riverside Comm. College	Mgmt. Trng. College	IV
5.	Phys. Evidence-Field Ofcr. Upd	Riverside Comm. College	Technical	IV
6.	Skills & Knowledge Modular Training	Riverside Comm. College	Technical	IV



TOTAL CERTIFIED	<u>26</u>
TOTAL PROPOSITION 115 CERTIFIED	<u>1</u>
TOTAL TELECOURSES CERTIFIED	<u>322</u>
TOTAL IVD COURSES CERTIFIED	<u>04</u>
TOTAL DECERTIFIED	<u>06</u>
TOTAL MODIFICATIONS	<u>26</u>

1,154 Skills & Knowledge Modules certified as of 12-20-94  
 4,207 Telecourses certified as 12-20-94  
 81 IVD Courses as of 12-20-94  
 1,441 courses certified as of 12-20-94

6,883 TOTAL CERTIFIED COURSES  
 635 presenters certified as of 12-20-94

10

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Financial Report - Second Quarter 1994/95		Meeting Date  January 12, 1995	
Bureau Administrative Services Bureau		Reviewed By  Frederick Williams	
Executive Director Approval <i>Hannan C. Boehm</i>		Researched By  Staff	
Date of Approval		Date of Report  January 6, 1995	
Purpose:  <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input checked="" type="checkbox"/> No	

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

This report provides financial information relative to the local assistance budget through December 31, 1994. Revenue which has accrued to the Peace Officers' Training Fund is shown as are expenditures made from the 1994/95 Budget to California cities, counties and districts.

COMPARISON OF REVENUE BY MONTH - This report, shown as Attachment 1A, identifies monthly revenues which have been transferred to the Peace Officers' Training Fund. Through December 31, 1994, we received \$15,423,889. The total is \$380,111 less than currently anticipated on a straight line projection (see Attachment 1B) but is \$123,804 (1%) more than received for the same period last fiscal year.

NUMBER OF REIMBURSED TRAINEES BY CATEGORY - This report, identified as Attachment 2, compares the number of trainees reimbursed this fiscal year with the number reimbursed last year. The 20,874 trainees through the second quarter represents an increase of 1,246 compared to the 19,628 trainees reimbursed during the similar period last fiscal year. (See Attachment 2)

REIMBURSEMENT BY COURSE CATEGORY - These reports compare the reimbursement paid by course category this year with the amount reimbursed last fiscal year. Second quarter reimbursement of \$5,785,138 represents a \$2,172,393 (27%) decrease compared to last fiscal year. Excluding reimbursement for "salary" and "training aids technology", reimbursement through the second quarter of \$5,779,874 represent a \$139,826 (2.5%) increase compared to last fiscal year. (See Attachments 3A & 3B)

ANALYSIS AND RECOMMENDATION - Projections in training volume and revenue at this point suggest good likelihood that we can make it through this fiscal year without a deficit. Detailed information on projections will be provided to the Finance Committee at the time of its meeting.

File: 9495REV

## COMPARISON OF REVENUE BY MONTH

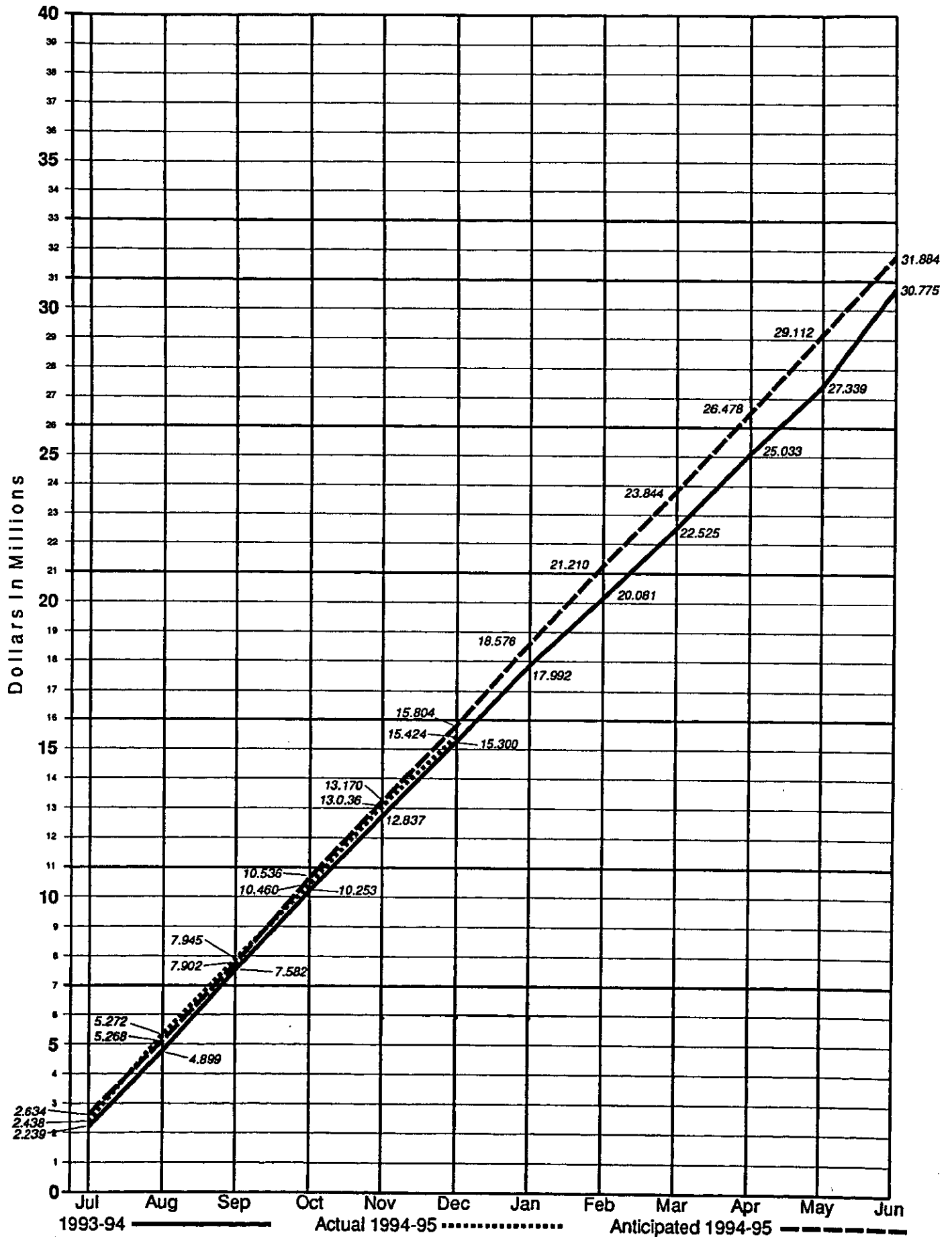
FISCAL YEARS 1993-94 AND 1994-95

COMPARISON OF REVENUE BY MONTH													
File: 9495REV		FISCAL YEARS 1993-94 AND 1994-95											
		1993-94				1994-95							
MO	PENALTY ASSESSMENT FUND	OTHER	CUMULATIVE TOTAL	CUMULATIVE MONTHLY ESTIMATE	PENALTY ASSESSMENT FUND	OTHER **	TOTAL	% OF EST	CUMULATIVE TOTAL	% OF EST			
JUL	2,239,254		2,239,254	2,634,000	2,435,532	2,592	2,438,124	92.56%	2,438,124	92.56%			
AUG	2,659,494		4,898,748	5,268,000	2,829,120	4,678	2,833,798	107.59%	5,271,922	100.07%			
SEP	2,679,980	3,565	7,582,293	7,902,000	2,666,819	6,558	2,673,377	101.49%	7,945,299	100.55%			
OCT	2,670,736		10,253,029	10,536,000	2,488,567	27,102	2,515,669	95.51%	10,460,968	99.29%			
NOV	2,559,159	24,366	12,836,554	13,170,000	2,550,039	25,449	2,575,488	97.78%	13,036,456	98.99%			
DEC	2,454,936	8,595	15,300,085	15,804,000	2,375,259	12,174	2,387,433	90.64%	15,423,889	97.59%			
JAN	2,660,390	31,787	17,992,262	18,576,000			0	0.00%	15,423,889	83.03%			
FEB	2,014,175	74,772	20,081,209	21,210,000			0	0.00%	15,423,889	72.72%			
MAR	2,421,259	22,851	22,525,319	23,844,000			0	0.00%	15,423,889	64.69%			
APR	2,493,236	14,001	25,032,556	26,478,000			0	0.00%	15,423,889	58.25%			
MAY	2,216,512	89,476	27,338,544	29,112,000			0	0.00%	15,423,889	52.98%			
JUN	3,389,329	46,981	30,774,854	31,884,000			0	0.00%	15,423,889	48.38%			
TOT	30,458,460	316,394	30,774,854	31,884,000	15,345,336	78,553	15,423,889	48.38%	15,423,889	48.38%			

\*\* - Includes \$67,051 from coroner permit fees (per Ch 990/90)

# Comparison of Revenue by Month Fiscal Years 1993-94 and 1994-95

Attachment 1B



## COMMISSION ON POST

## NUMBER OF REIMBURSED TRAINEES BY CATEGORY

DECEMBER 1994

COURSE	1993-94			1994-95		
	Actual Total For Year	Actual Jul-Dec	% of Total	Projected Total For Year	Actual Jul-Dec	% of Projection
Basic Course	695	371	53%	3,000	451	15%
Dispatchers - Basic	294	124	42%	304	172	57%
Advanced Officer Course	3,802	1,843	48%	10,000	1,541	15%
Supervisory Course (Mandated)	511	231	45%	625	160	26%
Management Course (Mandated)	174	76	44%	161	90	56%
Executive Development Course	480	238	50%	545	200	37%
Supervisory Seminars & Courses	3,123	1,287	41%	3,249	1,573	48%
Management Seminars & Courses	2,038	919	45%	2,128	764	36%
Executive Seminars & Courses	471	194	41%	523	142	27%
Other Reimbursement	33	31	94%	36	0	0%
Tech Skills & Knowledge Course	32,766	13,902	42%	33,040	15,274	46%
Field Management Training	37	14	38%	41	7	17%
Team Building Workshops	446	146	33%	471	255	54%
POST Special Seminars	704	239	34%	766	214	28%
Approved Courses	84	13	15%	93	31	33%
TOTALS	45,658	19,628	43%	54,982	20,874	38%

## COMMISSION ON POST

## REIMBURSEMENT BY COURSE CATEGORY

COURSE	1993-94		1994-95	
	Total For Year	Actual Jul-Dec	December	Actual Jul-Dec*
Basic Course	\$1,983,731	\$1,564,284	\$124,313	\$435,529
Dispatchers - Basic	138,496	57,066	25,299	94,918
Advanced Officer Course	523,729	369,283	28,183	126,273
Supervisory Course (Mandated)	352,124	180,060	26,554	115,269
Management Course (Mandated)	196,182	104,767	25,568	85,961
Executive Development Course	301,817	142,271	9,774	119,256
Supervisory Seminars & Courses	1,216,474	474,217	151,493	647,771
Management Seminars & Courses	685,805	269,041	70,781	210,540
Executive Seminars & Courses	153,935	58,787	5,083	29,187
Other Reimbursement	22,020	18,724	0	0
Tech Skills & Knowledge Course	8,792,138	3,863,101	835,393	3,747,282
Field Management Training	17,737	6,815	0	3,482
Team Building Workshops	174,125	60,564	30,590	103,931
POST Special Seminars	133,714	35,363	3,963	57,382
Approved Courses	14,232	4,726	0	3,815
Training Aids Technology	1,193,681	748,462	0	4,542
TOTALS	\$15,899,940	\$7,957,531	\$1,336,994	\$5,785,138

\* - Does not include \$468,279.16 charged to FY 94-5 for FY 93-4 training

COMMISSION ON POST  
SUMMARY OF REIMBURSEMENT EXPENSE CATEGORIES

EXPENSE CATEGORIES	FY 1993-94 Total	1993-94 Jul-Dec	1994 December	1994-95 Jul-Dec*
Resident Subsistence	\$7,228,607	\$3,104,795	\$679,650	\$3,136,560
Commuter Meal Allowance	580,798	\$234,248	\$98,248	\$305,139
Travel	2,347,212	\$1,010,834	\$230,987	\$1,062,398
Tuition	2,927,101	\$1,290,171	\$328,109	\$1,275,777
Salary	1,622,541	\$1,569,021	\$0	\$722
Training Aids Technology	1,193,681	\$748,462	\$0	\$4,542
TOTALS	\$15,899,940	\$7,957,531	\$1,336,994	\$5,785,138

\* - Does not include \$468,279.16 charged to FY 94-5 for FY 93-4 training

COMMISSION AGENDA ITEM REPORT			
Agenda Item Title <b>NEW AGENCY - Riverside County Coroner's Department</b>		Meeting Date <b>January 12, 1995</b>	
Bureau <b>Training Delivery &amp; Compliance Bureau</b>		Reviewed By <b>Ronald T. Allen</b> <i>RTA</i>	
Executive Director Approval <i>M. C. [Signature]</i>		Researched By <b>Bob Spurlock</b> <i>PS</i>	
Date of Approval <b>12-7-94</b>		Date of Report <b>December 1, 1994</b>	
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No	
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.			
<div style="margin-bottom: 10px;"> <u>ISSUE</u>  <p>The Riverside Coroner's Department is seeking entry into the POST Reimbursable Program on behalf of its investigators.</p> </div> <div style="margin-bottom: 10px;"> <u>BACKGROUND</u>  <p>The provisions of 830.35 Penal Code permit the Coroner's Department to employ sworn investigators and participate in the POST Reimbursable Program. The agency has submitted the proper documentation supporting POST objectives and regulations.</p> </div> <div style="margin-bottom: 10px;"> <u>ANALYSIS</u>  <p>The Riverside Coroner's Department has 10 full-time investigators. The agency is complying with POST Regulations. Fiscal impact for reimbursement of training costs is approximately \$5,000 per year.</p> </div> <div> <u>RECOMMENDATION</u>  <p>The Commission be advised that the Riverside Coroner's Department be admitted into the POST Reimbursement Program consistent with Commission Policy.</p> </div>			



## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Kern County Coroner's Office - Withdrawal from POST Reimbursement Program		Meeting Date January 12, 1995
Bureau Training Delivery & Compliance Bureau	Reviewed By Ronald T. Allen <i>RIA</i>	Researched By Bob Spurlock <i>RS</i>
Executive Director Approval <i>Norman C. Belton</i>	Date of Approval 12-14-94	Date of Report December 13, 1994
Purpose: <input type="checkbox"/> Decision Requested <input checked="" type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

The Kern County Coroner Office has been merged with the Kern County Sheriff's Department.

BACKGROUND

The Coroner's Office is no longer eligible for POST membership. Documentation from James Malouf, Chief Coroner Investigator, Kern County, has been received advising POST of that fact.

ANALYSIS

This merger should have no impact on the POST budget.

RECOMMENDATION

The Commission be advised that the Kern County Coroner's Office has been removed from the POST Reimbursement Program.

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date	
Public Safety Dispatcher Program		January 12, 1995	
Bureau	Reviewed By	Researched By	
Training Delivery & Compliance Bureau	Ronald T. Allen <i>RTA</i>	Bob Spurlock <i>RS</i>	
Executive Director Approval	Date of Approval	Date of Report	
<i>Norman C. Boehm</i>	12-16-94	December 13, 1994	
Purpose:		Financial Impact:	
<input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No	

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Acceptance of the San Mateo County Public Safety Communications Division into the Public Safety Dispatcher Program.

BACKGROUND

The San Mateo County Public Safety Communications has requested participation in the POST Reimbursable Public Safety Dispatcher Program pursuant to Penal Code Sections 13510(c) and 13525. The agency has expressed willingness to abide by POST Regulations and has passed an ordinance as required by Penal Code Section 13522.

There are currently 324 agencies participating in the program.

ANALYSIS

The agency presently employs full-time dispatchers. The agency has established minimum selection and training standards which equal or exceed the standards adopted for the program.

RECOMMENDATION

The Commission be advised that the subject agency has been accepted into the POST Reimbursable Public Safety Dispatcher Program consistent with Commission policy.

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Annual Review of Command College Tuition		Meeting Date January 12, 1995
Bureau Center for Leadership Development	Reviewed By <i>Robert S. Fuller</i>	Researched By Beverley Short
Executive Director Approval <i>Monroe C. Behrens</i>	Date of Approval 12-8-94	Date of Report December 5, 1994
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

This item is before the Commission for its annual review of the Command College tuition.

BACKGROUND

At the January 1987 meeting, the Commission designated a tuition be charged all eligible, non-reimbursable agencies desiring to send participants to the Command College. The Commission also directed staff to monitor the direct costs of the two-year program and to submit a report annually with recommendations for the tuition rate for the coming year.

The current tuition approved by the Commission for participants beginning the Command College program in 1994 is \$3,790.

The non-reimbursable agencies participating in the Command College and being charged a tuition are the California Highway Patrol, the Department of Justice, Los Angeles Housing Police, Department of Motor Vehicles, and Office of the Attorney General.

ANALYSIS

The recommended tuition based on anticipated direct Command College costs per participant for the two-year program in Classes 24 and 25 is \$3,570. The cost breakdown is as follows:

	<u>Per Student</u>
Faculty	\$2,212
Facility Fees	380
Project Consultants	350
Independent Project and Intersession Grading	528
Lead Faculty/ Academic Consultant Training	<u>100</u>
<b>Total</b>	<b>\$3,570</b>

The redesign of the Independent Study Process to a committee review has the potential for considerable savings. In anticipation of these savings it is recommended the tuition be reduced \$220 per student, from \$3,790 to \$3,570.

RECOMMENDATION

Approve the Command College tuition for the two-year program at \$3,570. The tuition would be effective for the Command College Class 24 beginning July 9, 1995, and Class 25 beginning February 4, 1996.

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date	
Supervisory Leadership Institute Tuition		January 12, 1995	
Bureau	Reviewed By	Researched By	
Center for Leadership Development	<i>Robert D. Fuller</i>	Tom Hood	
Executive Director Approval	Date of Approval	Date of Report	
<i>Norman C. Belton</i>	12-8-94	December 5, 1994	
Purpose:		Financial Impact:	
<input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No	

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

Issue

This item is before the Commission for its annual review of the Supervisory Leadership Institute tuition.

Background

At the January 1991 meeting, the Commission designated a tuition be charged all eligible non-reimbursable agencies desiring to send participants to the Supervisory Leadership Institute. Staff was instructed to annually review tuition and to report to the Commission each January with the recommended tuition for classes beginning the coming year. The current tuition approved by the Commission is \$1,636.

Non-reimbursable agencies currently in the Supervisory Leadership Institute and being charged a tuition are the California Highway Patrol and the California Department of Justice, Bureau of Narcotic Enforcement.

Analysis

The recommended tuition based on anticipated direct Supervisory Leadership Institute cost per participant in 1995 is \$1,636. The cost breakdown is as follows:

Instruction	\$ 980.
Supplies	95.
Instructor Travel/Per Diem	391.
Facility Rental/Misc.	<u>170.</u>
	\$1,636.

Recommendation

Approve a tuition of \$1,636 for non-reimbursable agencies, to cover the direct costs for participation in the Supervisory Leadership Institute for classes beginning July 1995 through June 1996.

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
CONFIRMATION OF POLICIES		January 12, 1995
Bureau	Reviewed By	Researched By
Information Services		Darrell Stewart <i>DS</i>
Executive Director Approval	Date of Approval	Date of Report
<i>Marian C. Boehm</i>	12-19-94	November 30, 1994
Purpose:		Financial Impact:
<input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

**BACKGROUND**

All policies that are approved by the Commission are returned at the following Commission meeting for confirmation before being placed in the Commission Policy Manual.

**ANALYSIS**

At the November 17, 1994, Commission meeting the Legislative Review Committee recommended new and revised policy as follows:

**D2. Legislatively Mandated training (revision)**

The Commission shall ~~be supportive of only those legislatively mandated training programs which include funding provisions.~~ assume a "no position" on bills proposing to legislatively mandate training requirements and instead actively provide resource information to interested persons or organizations including the Legislature.

**D6. New categories of Peace Officers, In General (new)**

The immediate position of the Commission is to oppose proposed legislation to establish new categories of peace officers in the absence of a feasibility study as required by PC 13540. Once the feasibility study has been approved by the Commission and results made available to the Legislature, the Commission's position becomes "no position."

**RECOMMENDATION**

If the Commission concurs, these statements of policy will be incorporated in the Commission Policy Manual as soon as practical.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Modification of Requalification Course Content and Minimum Hours		Meeting Date January 12, 1995
Bureau Basic Training Bureau	Reviewed By <i>EJ</i> Everitt Johnson	Researched By Lou Madeira
Executive Director Approval <i>Norman C. Bohm</i>	Date of Approval 12-15-94	Date of Report
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission approve curriculum changes to the Requalification Course?

BACKGROUND

The POST Requalification Course was developed to facilitate employment or reemployment of:

1. Open-enrollment students who completed the Basic Course but were not hired within three years;
2. Previously employed peace officers with a three-year or longer break in service; and,
3. Out-of-state peace officers who need the course to complete the Basic Course Waiver Examination (BCWE) process.

The Requalification Course was designed to sharpen critical manipulative skills and to provide instruction concerning portions of basic course curricula which were likely to have changed, particularly those involving officer safety or potential liability. Since its development, course content and minimum hours have been modified as needed to add legislative training mandates and to incorporate other instruction deemed desirable by the Commission. The program was last updated in July of 1993 when minimum hours were raised 120 to 136.

Since the course was last modified, the Legislature has mandated training regarding hate crimes, sexual harassment and vehicle pursuits. Additionally, the Commission has added a variety of critical subjects to the regular basic course as the result of Training Issues Symposia recommendations. These additions include instruction related to tactical communications, intervention and anger/fear management.

This item proposes that Regualification Course content be modified to reflect these additions, as well as, incorporate other desirable instruction and enhanced testing opportunities. It is also proposed that several currently prescribed topics be deleted so that the program can continue to be delivered within the current 136 hour minimum time frame.

### ANALYSIS

Because of the significant number of additions to the regular basic course which directly impact the Regualification Course, staff held a series of meetings with certified presenters. The objective of these meetings was to conduct a comprehensive evaluation of overall program content and current student assessment methodologies.

The result of this evaluation is a proposal to substantially revise program content by incorporating new instruction and enhanced testing opportunities, while eliminating instruction which is readily available locally or is easily deliverable by individual law enforcement agencies. A summary of proposed additions and deletions is contained in Attachment A.

Among the key considerations which impacted the recommendations are:

1. The need for the Regualification Course to continue to incorporate any legislatively mandated training which is added to the regular basic course.
2. The need for instruction to continue to concentrate on high liability areas (e.g., use of force, critical manipulative skills, effective interpersonal communications skills, etc.)
3. The need for the course to provide adequate opportunities to evaluate each student's ability to competently perform critical tasks (i.e. the need for additional exercise tests, inclusion of scenario testing, etc.)
4. The need to incorporate a diagnostic element to determine the current knowledge level of students. This is desirable to better address actual student needs and maximize overall instructional effect.
5. Recognition of the fact that more hours cannot be realistically added to the course. Addition of time beyond the current 136 hour requirement would cause intensive format presenters to roll instruction into a fourth week. This would have a significant adverse impact on students, since most attendees take time away from other jobs to participate in the program.



## PROPOSED DELETIONS OF SUBJECT MATTER

It is proposed that four blocks of instruction be removed from the Regualification Course. These include Driver Awareness, First Aid/CPR, Telecommunications and Gang awareness. Although these subjects are obviously desirable (and would be retained if time were not such a pressing issue), they are instructional blocks which are readily available throughout the state or are easily deliverable by any law enforcement agency. Their removal from the Regualification Course, however, will free time to address other pressing training mandates and subject matter which is more problematic for individual agencies to deliver (e.g., presentation of a tactical communications core course).

Additional justification includes the following:

First Aid/CPR: The POST First Aid/CPR interactive video disk program has recently been released to the field. The availability of this program makes local satisfaction of this training requirement a reasonable and practical alternative.

Driver Awareness: The driver awareness program was specifically developed to be delivered by any agency supervisor. The program is also designed to utilize standard vehicles and little or no special equipment. Again, local delivery is both reasonable and practical.

Telecommunications: POST and the California Department of Justice have jointly supported a telecommunications instructor development program for a number of years. Virtually all California law enforcement agencies now have in-house telecommunications trainers and the requisite supporting materials needed to satisfy this mandate.

Gang Awareness: The gang awareness training currently included in the Regualification Course is a cursory two hour overview. In contrast, a comprehensive eight-hour block is proposed for the basic course. Since this subject is not mandated, it is proposed that this time be reapportioned to other more critical subject matter. Again, this training need can be met by employing agencies. Such a strategy also provides an added benefit in that locally-provided gang training can concentrate on local issues.

## PROPOSED ADDITIONS OF SUBJECT MATTER

As previously described, instruction regarding hate crimes, sexual harassment, and vehicle pursuits has been recently mandated by the Legislature and should therefore be added to the Regualification Course. Instruction regarding tactical communications, intervention and anger/fear management are all priority items recommended by the Training Issues Symposia. In addition to these subjects, it is proposed to add the following:

Law Pre-Test: This is designed to be a one-hour comprehensive diagnostic test. Its sole purpose is to identify the current level of class comprehension regarding key concepts of statutory law, case law, and search and seizure concepts. This will assist instructors in focusing course instruction to better meet the specific needs of the group.

Scenario Testing: It is proposed that a four-hour scenario testing block be added to the Requalification Course. This will involve the requirement for five separate scenario tests:

1. Domestic Violence Scenario Test (to include victim assistance elements)
2. Vehicle Pullover Scenario Test (to include tactical communications elements)
3. Use of Force - Detention Scenario Test (to include tactical communications elements)
4. Use of Force - Deadly Force Scenario Test
5. Burglary-in-Progress Scenario Test

Scenario testing is intended to provide an improved opportunity to evaluate a student's individual ability to competently perform crucial job tasks. These five scenarios were selected because they provide a good cross-section of high liability critical skills.

Combat Shooting Exercise Testing: Although the Requalification Course incorporates some firearms training, there is no current requirement for the student to demonstrate competency in combat/stress shooting with handguns and shotguns. Inclusion of training and competency testing in this area is fundamental to the mitigation of agency liability and assessment of critical skills.

Legal Update Instruction: Legal update training is a fundamental component of the Requalification Course. Although the implementation of a law pre-test will make the legal update training block more effective, evaluation of the existing program supports the need to devote additional instruction time to this area.

Child Abuse: A variety of mandatory reporting laws have been enacted which support the need for additional instruction on this subject. The current time apportionment (2 hours) is viewed as being inadequate to meet the prevailing training need.

Persons with Disabilities: This is also an emerging area that has recently been expanded within the regular basic course. Additional instruction is desirable to effectively equip students to assess problems and provide service to persons with disabilities.

All proposed changes to course content are detailed in Attachment B (Prescribed Curricula for the POST Requalification Course).

RECOMMENDATION

Approve proposed changes to the POST Requalification Course content to be effective April 1, 1995.

ATTACHMENT A

PROPOSED TOPIC ADDITIONS AND DELETIONS TO THE REQUALIFICATION COURSE			
DELETIONS/ADJUSTMENTS		ADDITIONS	
DRIVER AWARENESS	(-8)	HATE CRIMES*	---
FIRST AID/CPR	(-12)	SEXUAL HARASSMENT*	---
TELECOMMUNICATIONS	(-4)	VEHICLE PURSUITS*	(+2)
GANG AWARENESS	(-2)	TACTICAL COMMUNICATION	(+8)
ADJUSTMENTS TO OTHER	(-6)	INTERVENTION AND	
PRE-EXISTING TOPICS		ANGER/FEAR MGMT**	(+2)
		LAW PRE-TEST	(+1)
		SCENARIO TESTING	(+4)
		COMBAT SHOOTING	(+6)
		LEGAL UPDATE	(+5)
		CHILD ABUSE	(+2)
		PERSONS WITH	
		DISABILITIES	(+2)
			(+32)
		---	Time is already factored into the existing cultural diversity block
* Legislatively Mandated			
** Commission Priority			

POST Prescribed  
Training Courses

August 1, 1993  
April 1, 1995

## POST REQUALIFICATION COURSE Course Outline

### POST ADMINISTRATIVE MANUAL REFERENCE

Commission Regulation 1008  
Commission Procedure D-11

### LEGAL REFERENCE

Penal Code Section 13511(b).

### COURSE DESCRIPTION

This course is designed to meet POST's requirements for persons qualifying or requalifying under Regulation 1008, the three-year rule. Attendees may include certificated and non-certificated California Basic Course trained officers. For these attendees, this course can be used in lieu of the Basic Course Waiver Process (BCW). The course may also be open to officers from out-of-state who wish to ~~prepare for complete the skills testing and course mandate requirements for the BCW Process, although it does not cover all aspects of the written portion of the test.~~ The content of the course includes portions of the Basic Course which are (1) most likely to rapidly change; (2) critical manipulative skills related to officer safety or civil liability in areas which persons are most likely to experience reduced proficiency; (3) other related critical subjects. ~~Testing to determine student proficiency shall be conducted for each block of instruction with the exception of the cultural diversity block which requires specific student learning activities. All other blocks shall be tested either by skills testing, scenario testing or written examination, as appropriate to the specific subject matter. Presentation methodology shall include lectures, practical exercises, demonstrations, learning activities, and role-playing scenarios.~~

Student understanding of cognitive material (e.g., law changes) shall be evaluated by the administration of a comprehensive written examination at the end of the course. Testing shall not be required for instructional blocks which are not tested in the Basic Course (e.g., cultural diversity, ethics, sexual harassment, etc.). However, students must participate in any associated learning activities. Exercises and scenario tests shall be

required to evaluate students in all manipulative/psychomotor areas pertaining to the Requalification Course.

Presentation methodology shall include lectures, practical exercises, demonstrations, learning activities, and role-playing scenarios.

#### **CERTIFICATION INFORMATION**

POST Technical Course, Reimbursement Plan IV (travel and per diem).  
Reimbursement is provided for those trainees employed by an eligible law enforcement agency.

**COURSE HOURS:** 136

~~POST REQUALIFICATION COURSE~~

~~TOPICAL OUTLINE\*~~

	Hours
<del>Course Overview/Orientation</del>	<del>1</del>
<del>Professional Orientation (Ethics)</del>	<del>2</del>
<del>Cultural Diversity/Handling Emotional Situations</del>	<del>17</del>
<del>Victimology/Hate Crimes</del>	<del>1</del>
<del>Cultural Diversity</del>	<del>16</del>
<del>Law (Update of law changes for previous three years) (Annually Updated)</del>	<del>13</del>
<del>Proposition 115 Update (Hearsay Testimony)</del>	<del>12</del>
<del>Proposition 115 Update (Hearsay Testimony)</del>	<del>1</del>
<del>Laws of Evidence (Update of law changes for previous three years) (Annually Updated)</del>	<del>4</del>
<del>Vehicle Operations (Driver Awareness Curriculum) (3 hours classroom, 5 hours practical)</del>	<del>8</del>
<del>Force and Weaponry (Firearms)</del>	<del>12</del>
<del>Patrol Procedures:</del>	<del>45</del>
<del>**First Aid and CPR</del>	<del>12</del>
<del>**Domestic Violence</del>	<del>8</del>
<del>**Missing Persons</del>	<del>2</del>
<del>Patrol Hazards/Pedestrian Approach/Vehicle Stops/Traffic Stops and Traffic Stop Field Problem/</del>	<del>6</del>
<del>Carcinogenic Substances</del>	<del>1</del>
<del>Telecommunications</del>	<del>4</del>
<del>Officer Safety/Crimes in Progress</del>	<del>6</del>
<del>Search Restraint Devices/Prisoner Transportation</del>	<del>2</del>
<del>Gang Awareness</del>	<del>2</del>
<del>**Mentally Ill/Developmentally Disabled/Post-partum Psychosis</del>	<del>2</del>

~~TOPICAL OUTLINE\* (continued)~~

	Hours
<del>Traffic Law (Legal Update)</del>	<del>2</del>
<del>Criminal Investigation</del>	<del>4</del>
<del>Child Abuse/Sexual Exploitation</del>	
<del>Sexual Assault Investigation</del>	<del>2</del>
<del>Sudden Infant Death Syndrome Awareness</del>	<del>2</del>
<del>Physical Fitness and Defensive Techniques</del>	<del>26</del>
<del>Testing</del>	<del>2</del>
<del>Total</del>	<del>136</del>

~~\* All testing must be passed by the student. Testing to determine student proficiency will occur within each block of instruction with the exception of cultural diversity training which requires student participation in a series of structured learning activities. Students must demonstrate proficiency in all other areas of instruction by passing skills tests, scenario tests or written tests, as appropriate to the subject matter.~~

~~\*\* Statutorily required training which may be substituted for other, more recent training mandates from time to time.~~



## POST REQUALIFICATION COURSE

### TOPICAL OUTLINE

		<u>Hours</u>
<u>ADMINISTRATION</u>		<u>8</u>
<u>Orientation</u>	<u>1</u>	
<u>Cognitive Testing</u>	<u>3</u>	
<u>Scenario Testing</u>	<u>4</u>	
<u>HUMAN RELATIONS</u>		<u>30</u>
<u>Ethics/Professionalism</u>	<u>2</u>	
<u>Cultural Diversity/Discrimination</u>	<u>16</u>	
<u>Cultural Awareness, Hate Crimes, Sexual</u>		
<u>Harassment, Victimology, Indemnification,</u>		
<u>Victim Assistance,</u>		
<u>Mentally Ill/Developmentally Disabled</u>	<u>4</u>	
<u>Tactical Communications</u>	<u>8</u>	
<u>LEGAL UPDATE</u>		<u>24</u>
<u>Statutory Law, Evidence Law/Hearsay, Laws Of</u>		
<u>Arrest, Search &amp; Seizure, Interview/Interrogation</u>	<u>16</u>	
<u>Traffic Law</u>	<u>4</u>	
<u>Controlled Substances</u>	<u>4</u>	
<u>PRELIMINARY INVESTIGATION</u>		<u>16</u>
<u>Domestic Violence</u>	<u>8</u>	
<u>SIDS</u>	<u>2</u>	
<u>Child Abuse (Investigation)</u>	<u>4</u>	
<u>Missing Persons</u>	<u>2</u>	
<u>FIELD TACTICS</u>		<u>12</u>
<u>Officer Safety/Patrol Hazards,</u>		
<u>Crimes-In-Progress, Vehicle Pullovers</u>	<u>9</u>	
<u>Pursuits</u>	<u>2</u>	
<u>Unusual Occurrences (Carcinogenic Substances/</u>		
<u>Hazardous Materials)</u>		<u>1</u>
<u>FORCE AND WEAPONRY</u>		<u>46</u>
<u>Use Of Force</u>		<u>4</u>
<u>Legal Aspects, Anger/Fear Management,</u>		
<u>Intervention</u>		
<u>Firearms</u>		<u>16</u>
<u>Firearms Safety</u>	<u>2</u>	
<u>Range (Including Combat)</u>	<u>14</u>	

Defensive Tactics/Arrest Control Techniques

26

Personal Searches, Handcuffing,

Control Holds, Takedowns, Weapon

Retention/Take-aways, Baton Techniques

Prisoner Transportation, Carotid Restraint

Total

136

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title Proposed Changes to Basic Course Training Specifications		Meeting Date January 12, 1995
Bureau Basic Training Bureau	Reviewed By <i>EJ</i> Everitt Johnson	Researched By Lou Madeira
Executive Director Approval <i>Monica L. Boehm</i>	Date of Approval 12-15-94	Date of Report
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUES

Should the Commission approve, subject to a public review process, changes to basic training specifications as enumerated in this report?

BACKGROUND

In July 1993 the Commission approved changes to Regulation 1005 and Procedure D-1 regarding minimum standards for the Regular Basic Course. Among these changes was the identification of training specifications for each basic course learning domain. These requirements are detailed in a document entitled *Training Specifications for the Regular Basic Course - July 1993*, which is incorporated into Regulation 1005 by reference.

In November 1993, these changes were adopted by the Commission following a public hearing and were approved by the Office of Administrative Law effective January 14, 1994.

Training specifications were developed based upon instruction which was required at the time the specifications were promulgated. Although they were designed to be broad enough to obviate the need for frequent modification, staff is continuing to examine each domain over a continuing three-year cycle to ensure that the specifications and related curriculum are consistent and contemporary.

As part of this ongoing review process, POST staff and curriculum consultants (academy instructors and other subject matter experts) thoroughly review learning domain content to determine what revisions are necessary. This process occurs during regularly scheduled workshops during which curriculum and supporting materials are updated to reflect emerging training needs, legislatively mandated subject matter, changes in the law, or to improve student testing and evaluation.

Proposed changes to the training specifications impact one or more of the following components:

- ◆ Domain title
- ◆ Instructional goals
- ◆ Required topics
- ◆ Required tests
- ◆ Required learning activities

#### ANALYSIS

Since the November 1994 Commission meeting, five learning domains have been completely reviewed. These include:

- Learning Domain #1 (History, Professional and Ethics)
- Learning Domain #26 (Unusual Occurrences)
- Learning Domain #31 (Custody)
- Learning Domain #32 (Physical Fitness/Officer Stress)
- Learning Domain #41 (Hazardous Materials)

As a result of the review process, a number of additions, deletions and modifications to the prevailing training specifications are proposed. The proposed changes are summarized below and the complete text is included as Attachment A.

#### ◆ Learning Domain #1 (History, Professionalism, and Ethics)

**SUMMARY:** Proposed changes to this domain would result in minor changes to instructional goals and addition of considerable detail the list of required topics. Proposed modifications would also reflect the elimination of the current cognitive test requirement and the addition of a new learning activity.

##### **Changes to Instructional Goals**

It is proposed that minor grammatical modifications be made to the five existing instructional goals to enhance clarity and accuracy.

##### **Changes to Required Topics**

A number of changes are proposed to the required topics to:

1. Add detail and subdivisions to existing major topic headings. This will enhance clarity and strengthen the training specifications by adding more precise descriptions. This does not, however, add any new material to the basic course.
2. Detail a number of examples and potential ramifications of specified unethical unprofessional behaviors which

should be addressed (e.g., inappropriate off-duty behavior, misuse of confidential information, verbal abuse, falsification or destruction of official documents, etc.)

### **Changes to Testing Requirements**

It is proposed that reference to the POST constructed knowledge test be deleted. This is necessary because of the proposed elimination of cognitive performance objectives which is addressed in detail in a separate agenda item.

### **Addition of a Learning Activity**

A learning activity is proposed which will require the student to analyze and critique a series of examples of possible unethical or unprofessional behavior by peace officers. The learning activity is similar to the instructional approach used in POST's Career Ethics and Integrity Program. The activity serves to replace the currently mandated cognitive test. The full text of the learning activity is contained in Attachment B.

### **◆ Learning Domain #26 (Unusual Occurrences)**

**SUMMARY:** Proposed changes to this domain would involve the addition of six specific instructional objectives to replace a single generic and overly simplistic objective. Considerable detail would also be added to the list of required topics to reflect instruction which is currently addressed in the domain, but which is not specifically identified in the specifications. Finally, a learning activity would be added to enhance existing instruction.

### **Changes to Instructional Goals**

The single instructional goal for this domain generically references the provision of knowledge and skills which will assist the students to "react appropriately to events such as earthquakes and floods that threaten public safety". Although this language is accurate as stated, it is desirable to specifically indicate what this learning domain actually encompasses. As a result, six new instructional goals are proposed to address:

1. peace officer responsibilities at the scene of a disaster or unusual occurrence;
2. bomb threats, suspected explosive devices and explosion scenes;
3. fire emergencies;
4. aircraft crash incidents;
5. elements of the Incident Command System (ICS); and

6. knowledge of how to react to a variety of other unusual occurrences (e.g., electrical wires down, road hazards, natural gas leaks, etc.).

The addition of these instructional objectives reference instruction which is already provided and does not add a new training requirement to the basic course.

#### **Changes to Required Topics**

A number of changes are proposed to the required topics to achieve the following:

1. Adding detail and subdivisions to existing major topic headings. This will enhance clarity and strengthen the training specifications by adding more precise subject descriptions. This does not, however, add any new material to the domain that was not previously addressed in the instructor unit guide.
2. Specifically identifying the types of unusual occurrences which must be addressed in this domain (e.g., aircraft crashes, electrical power emergencies, traffic device malfunctions, earthquakes, floods, animal control emergencies, etc.)

#### **Addition of a Learning Activity**

It is proposed that a learning activity be added which will require the student to discuss/critique simulated law enforcement responses to a variety of unusual occurrences. This activity is intended to complement and reinforce existing instruction. The full text of this learning activity is also contained in Attachment B.

#### **◆ Learning Domain #31 (Custody)**

**SUMMARY:** Proposed changes to this domain include the minor revision of two existing instructional goals and the addition of three new instructional goals. It is also proposed that additional detail be added to the list of required topics. The addition of a new learning activity is also recommended to reinforce instruction and enhance overall instructional effect.

#### **Changes to Instructional Goals**

It is proposed that minor modifications be made to two of the existing instructional goals in order to provide greater clarity and grammatical accuracy. Additionally it is recommended that three new instructional goals be added relating to an understanding of:

1. legal requirements relating to physical, strip and body cavity searches;
2. laws governing prisoner's rights; and
3. the need to notify custodial personnel when delivering persons who may require special care, classification, or protection within the detention facility.

Although each of these topics is presently included in this domain, they are all high liability issues which should be specifically addressed within individual instructional goals. Staff and contributing curricula consultants believe it is important to clearly articulate that instruction on these subjects is contained in the POST basic course.

#### **Changes to Required Topics**

A number of changes are proposed to the required topics section which will add detail and create pertinent subdivisions to existing major topic headings. This includes specific references to considerations for delivering persons to a local detention facility who may require special care, classification or protection. As a technical matter, the term "prisoner" has been replaced with the term "arrested person" which more accurately describes a presentenced individual in law enforcement custody. None of the proposed changes will add any new material to the domain.

#### **Addition of Learning Activities**

It is proposed that a learning activity be added to address the responsibilities of a peace officer regarding the care and custody of an arrested person from the time of arrest until the person is transferred to a local detention facility. This requirement is intended to provide cohesion to a number of distinct topics which are included within this domain. The full text of this proposed learning activity is also contained in Attachment B.

#### ◆ Learning Domain #32 (Physical Fitness/Officer Stress)

**SUMMARY:** Proposed changes to this domain would affect the domain title, and provide additional detail and clarity to existing instructional goals and required topics. Proposed modifications also reflect the elimination of the cognitive test requirement and addition of four distinct learning activities.

### **Change of Domain Title**

It is proposed that the title of this learning domain be changed to **Lifetime Fitness**. This title more accurately describes the instructional content and intent of the domain and underscores a key objective that students commit to maintaining a healthy lifetime after completing the basic course.

### **Changes to Instructional Goals**

It is proposed that minor grammatical modifications be made to five of the seven existing instructional goals to enhance clarity, provide accuracy, and substitute more appropriate terminology.

### **Changes to Required Topics**

A number of changes are proposed to the list of required topics to:

1. Add detail and subdivisions to existing major topic headings. This will enhance clarity and strengthen the training specifications by adding more precise descriptions. This does not, however, add any new material to the basic course.
2. Add several topics to the specifications which were previously contained in the curricula but which did not appear within the list of required topics. These include references to techniques for stress management, methods for evaluating personal fitness levels, elements of a personal fitness program, basic concepts of nutrition, and components of an exercise session.

### **Changes to Testing Requirements**

It is proposed that reference to the POST constructed knowledge test be deleted. This is necessary because of the proposed elimination of cognitive performance objectives which is addressed in detail in a separate agenda item.

### **Addition of Learning Activities**

It is proposed that four distinct learning activities be added to this domain. The proposed learning activities are designed to dovetail with existing instruction, but are specifically configured to be accomplished by student workbook assignment should this resource be funded by the Commission. The learning activities prescribe instructional support related to:



1. health problems common to law enforcement officers;
2. proper nutrition;
3. techniques used to evaluate physical fitness; and
4. principles of physical conditioning.

The full text of these proposed learning activities are contained in Attachment B.

◆ Learning Domain #41 (Hazardous Materials)

**SUMMARY:** Proposed changes to this domain would affect the domain title and would modify the language of the instructional goals and required topics to conform directly with the provisions of Title 19 of the California Code of Regulations (CCR), Chapter 1, Subchapter 2, Section 2520. An existing exercise test would be reclassified to learning activity to satisfy this same requirement and a second learning activity would be added relating to the resources available for determining the hazard potential of a variety of suspected hazardous materials.

**Change of Domain Title**

It is proposed that the title of this learning domain be changed to Hazardous Materials Awareness. This title more accurately describes the instructional content and conforms to the type of first responder training addressed in this domain.

**Changes to Instructional Goals and Required Topics**

Domain #41 is somewhat unique in that the training requirements are imposed by another state agency. That agency, the California Specialized Training Institute or CSTI, is a subdivision of the Office of Emergency Services. As mentioned above, the regulations prescribing the curriculum for first responder training for hazardous materials emergencies are codified in Title 19 of the California Code of Regulations (CCR), Chapter 1, Subchapter 2, Section 2520. These regulations also prescribe that the training must be delivered by a CSTI-certified instructor.

Because the prevailing CSTI regulations identify four broad instructional goals and a series of related supporting topics which do not directly correspond to the existing POST specifications, it is proposed that the POST language be deleted and the CSTI language adopted. This will provide three benefits:

1. The recommended change will align POST's regulations (training specifications) with those of CSTI

2. POST requirements will be consistent with the instructional expectations of CSTI-certified instructors who are charged with delivery of the training
3. The change will eliminate any potential conflicts in administrative law.

Lastly, it is proposed that a required topic be added to this domain regarding the preliminary investigation of a hazardous materials incident or environmental crime. This is viewed as being desirable to equip officers to competently document these types of events and to assist their respective agencies in cost recovery efforts.

#### **Change in Testing Requirements**

It is proposed that a CSTI required "table top exercise" simulating a hazardous materials incident be reclassified from a exercise test to a learning activity. This is a more appropriate treatment of instructional outcome, since the nature of the event does not provide individualized performance criteria upon which a reliable competency judgement can be based. Rather, the spirit of the requirement is to compel student participation in an activity which reinforces enabling instruction.

#### **Addition of Learning Activities**

It is proposed that a learning activity be added relating to the resources available for determining the hazard potential of a variety of suspected hazardous materials. This activity is intended to support existing instruction and provides a more uniform structure and consistency to training which is already being delivered. The full text of this learning activity is contained in Attachment B.

#### **Fiscal Impact of the Proposed Changes**

None of the changes proposed herein are expected to require additional presentation time or otherwise escalate training delivery costs. The vast majority of the proposed changes relate to technical refinement of existing training requirements and do not prescribe new instruction. Likewise, the proposed learning activities either replace an existing test or fit into current time apportionment for classroom presentations.

#### **SUMMARY**

Proposed revisions are recommended by staff and curriculum consultants who have carefully reviewed domain content. All

proposed changes have been reviewed and endorsed by the Consortium of Basic Course Academy Directors.

The following actions are proposed:

1. If the Commission agrees to the changes identified herein, it is proposed that the abbreviated public hearing process be used. If no one requests a public hearing, these proposed changes would go into effect 30 days after approval by the Office of Administrative Law.
2. That pursuant to Commission Regulation 1005, *Training Specifications for the Regular Basic Course - July 1993* be amended to include the recommended revisions.

Proposed changes to Basic Course training specifications are detailed in Attachment A.

Proposed text of the new learning activities are detailed in Attachment B.

#### RECOMMENDATION

Subject to the results of the proposed Notice of Regulatory Action, approve the revisions to *Training Specifications for the Regular Basic Course - July 1993*.

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## SPECIFICATIONS FOR LEARNING DOMAIN #01: HISTORY, PROFESSIONALISM & ETHICS

~~July 1, 1993~~ April 15, 1995

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### I. INSTRUCTIONAL GOALS

The goals of instruction on **History, Professionalism, and Ethics** are to provide students with:

- A. an understanding of the ~~history~~ historical evolution of law enforcement ~~as it evolved~~ in the United States and in California;
- B. an understanding of how professionalism, ethics, and moral standards relate to ~~the pursuit of~~ a law enforcement career;
- C. ~~knowledge~~ an understanding of the ethical principles and professional obligations embodied in the *Law Enforcement Code of Ethics* and the *Code of Professional Conduct and Responsibilities for Peace Officers*;
- D. ~~the ability~~ an understanding of the need to intervene when the behavior of ~~a fellow~~ another officer is unethical or unlawful; and
- E. an understanding of the problems created by ~~accepting gratuities or other favors~~ a peace officer engaging in unlawful and inappropriate behavior.

### II. REQUIRED TOPICS

The following topics shall be covered:

- A. Overview of the hHistory of law enforcement in the United States and in California to include:
  - 1. roots in English common law
  - 2. urbanization of America
  - 3. evolution of the automobile and increased public mobility

4. advent of professionalism and the use of technology to improve communication and mobility
  5. establishment of California's first police academy
  6. reforms and innovations implemented by August Vollmer
  7. application of specialized technology (e.g. CAL ID, aviation patrol, crime analysis, etc.)
- B. ~~Professionalism and law enforcement~~Characteristics of a profession to include:
1. common set of principles and goals
  2. systematically transmitted body of knowledge
  3. supporting professional organizations
  4. code of ethics/code of professional conduct
  5. licensure or certification
- C. ~~The importance of ethical and moral standards in law enforcement~~Defining values, principles, ethics and moral standards as they relate to law enforcement
- D. ~~Law Enforcement Code of Ethics and the Code of Professional Conduct and Responsibilities for Peace Officers~~
- ED. Preventing/correcting unethical behavior
- E. Community expectations regarding the lawful and ethical behavior of peace officers
- F. ~~Applying the criminal statutes fairly and consistently~~
- G. ~~Accepting gratuities and other favors~~

F. Benefits of professional and ethical behavior to include:

1. promoting professionalism in law enforcement
2. gaining public support for law enforcement
3. earning respect and confidence of peers
4. maintaining a sense of self-worth and pride

G. The duties of a peace officer as described in the *Law Enforcement Code of Ethics*

H. The obligations of a peace officer as described in the canons of the *Code of Professional Conduct and Responsibilities for Peace Officers*

I. Examples and potential ramifications of unethical or unprofessional conduct to include:

1. Verbal abuse, discourtesy or inappropriate language
2. Discrimination/racism
3. Unlawful use of force (e.g. assault under color of authority)
4. Violation of a person's civil rights, including false arrest, unlawful detention and unlawful search/seizure
5. Substance abuse
6. Misuse/compromising confidential information or privileged communications
7. Theft or misappropriation of property of evidence
8. Obstruction or miscarriage of justice, including falsification or destruction of official documents, perjury, planting false evidence.

"Code of Silence" and nonenforcement of specific laws by personal choice

- 9. Acceptance of gratuities
- 10. Inappropriate off-duty behavior
- 11. Converting on-duty contacts into off-duty relationships

J. The concept of intervention (acting to prevent or stop the unethical or unlawful behavior of a fellow peace officer) to include:

- 1. the rationale for intervention
- 2. types and levels of intervention
- 3. legal basis for intervention
- 4. behaviors that prompt the need for intervention
- 5. factors that can inhibit an officer from intervening
- 6. reasons why an individual officer should intervene

### III. REQUIRED TESTS

~~The POST-constructed knowledge test for Domain #1-~~  
None

### IV. REQUIRED LEARNING ACTIVITIES

None

The student will be required to critique a series of reenactments/descriptions of possible unethical or unprofessional conduct by a peace officer and will be required to discuss the legal, professional and community relations consequences of the behavior.

V. HOURLY REQUIREMENTS

Students shall be provided with a minimum of **6 hours** of instruction on history, professionalism and ethics.

VI. ORIGINATION DATE

July 1, 1993

VII. REVISION DATES

None

April 15, 1995



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## SPECIFICATIONS FOR LEARNING DOMAIN #26: UNUSUAL OCCURRENCES

July 1, 1993April 15, 1995

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### I. INSTRUCTIONAL GOAL

The goals of instruction on **Unusual Occurrences** ~~isare~~ to provide students with: ~~the knowledge and skills needed to react appropriately to events such as earthquakes and floods that threaten public safety.~~

- A. an understanding of peace officer responsibilities at the scene of a disaster or unusual occurrence;
- B. knowledge of how to effectively react to a bomb threat, suspected explosive device and an explosion scene;
- C. knowledge of how to effectively react to a fire emergency;
- D. knowledge of how to effectively react to a variety of unusual occurrences such as electrical wires down, road hazards, natural gas leaks, etc.;
- E. knowledge of how to effectively react to an aircraft crash incident; and
- F. a basic understanding of the Incident Command System (ICS).

### II. REQUIRED TOPICS

The following topics shall be covered:

- A. ~~Events that threaten the public safety (e.g., downed electrical wires, broken gas lines, damaged roads, etc.)~~
- B. ~~Responsibilities during major disasters~~
- C. ~~Responsibilities at airplane crash sites~~
- D. ~~Explosive devices~~
- E. ~~Extinguishing fires~~

~~F. Entering and searching a burning building~~

A. Peace officer responsibilities at the scene of a disaster or unusual occurrence to include:

1. assumption of initial command
2. establishing a perimeter/protecting the incident location
3. isolating the hazard
4. maintaining ingress/egress control
5. initiation of appropriate notifications

B. Peace officer responsibilities at the scene of specific unusual occurrences to include:

1. aircraft crash (both civilian and military)
2. electrical power emergencies
3. hazardous road conditions (e.g. washout, landslide, flash flood)
4. damaged fire hydrant
5. gas leaks
6. traffic device malfunctions
7. earthquake
8. flood
9. animal control problems

C. Fire emergencies to include:

1. classes of fires

2. methods of extinguishing fires

3. safety considerations

D. Explosives incidents to include:

1. recognition of explosives/explosive devices

2. bomb threats

3. considerations regarding explosives and improvised explosive devices

4. explosion scenes

E. Incident Command System

1. responsibilities of the initial responding officer

2. basic components of the Incident Command System (ICS)

### III. REQUIRED TESTS

The POST-constructed knowledge test for Domain #26

### IV. REQUIRED LEARNING ACTIVITIES

~~None~~

Participation in a facilitated discussion relating to a proper law enforcement response to a variety of unusual occurrences to include aircraft crashes, earthquakes, floods, fires and explosive device incidents

### V. HOURLY REQUIREMENTS

Students shall be provided with a minimum of **4 hours** of instruction on unusual occurrences.

VI. ORIGINATION DATE

July 1, 1993

VII. REVISION DATES

~~None~~

April 15, 1995

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## SPECIFICATIONS FOR LEARNING DOMAIN #31: CUSTODY

July 1, 1993 ~~April 15, 1995~~

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### I. INSTRUCTIONAL GOALS

The goals of instruction on **Custody** are to provide students with:

- A. an understanding of the responsibilities of an custody officer taking a person into custody;
- B. an understanding of the custody process including booking and intake; and
- C. knowledge of the laws relating to care, control, and treatment of prisoners ~~including laws governing "strip" searches and laws protecting prisoner's rights.~~
- D. knowledge of legal requirements relating to physical, strip and body cavity searches;
- E. knowledge of laws governing prisoners rights; and
- F. an understanding of the need to notify custodial personnel when delivering persons who may require special care, classification or protection to local detention facilities.

### II. REQUIRED TOPICS

The following topics shall be covered:

- A. ~~Assuring that commitment to custody is lawful~~ Legal requirements for committing a person into custody to include:
  - 1. court documents (e.g. warrants, court orders, etc.)
  - 2. parole and probation committments

3. probable cause arrests
  4. enroute prisoners
- B. An officer's responsibilities during intake
- C. Laws governing the humane treatment of prisoners
- D. Prohibitions against assaulting prisoners
- E. ~~Booking different types of prisoners~~ Considerations for delivering persons to a local detention facility who may require special care, classification or protection to include:
1. certain substance abusers (e.g. detoxing)
  2. suicide risks
  3. persons with disabilities
  4. sick and/or injured persons
  5. certain sex offenders (e.g. child molester)
  6. escape risks
  7. civil contempt prisoners
  8. homosexual prisoners
  9. known gang members
  10. other persons needing protective custody (e.g. police informants, diplomats)
- F. Considerations for sSecuring weapons before entering a local detention facility jail
- G. Considerations for bBooking sick or injured prisoners- persons into a local detention facility to include:

1. evaluation by an approved medical practitioner
  2. acquisition of a medical clearance
  3. notification of detention facility staff
- H. Legal requirements for conducting physical, Body and "strip" and body cavity searches to include:
1. types of searches permitted prior to completion of the booking process
  2. circumstances and conditions when a strip search can be conducted
  3. circumstances and conditions when a body cavity search can be conducted
- I. Statutory and cConstitutional rights of prisoners/arrested persons
- J. Prisoner's Arrested person's right to use telephone
- K. Prohibition against eavesdropping or recording prisoner's conversations  
Arrested person's right to privileged communications
- L. Legal requirements relating to bringing weapons into a local detention facility

III. REQUIRED TESTS

The POST-constructed knowledge test for Domain #31

IV. REQUIRED LEARNING ACTIVITIES

~~None~~

Participation in a facilitated discussion relating to the responsibilities of a peace officer regarding the care and custody of an arrested person from the time of arrest until the responsibility for the person is transferred to a local detention facility

V. HOURLY REQUIREMENTS

Students shall be provided with a minimum of **4 hours** of instruction on custody.

VI. ORIGINATION DATE

July 1, 1993

VII. REVISION DATES

~~None~~

April 15, 1995



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**SPECIFICATIONS FOR LEARNING DOMAIN #32:  
~~PHYSICAL FITNESS/OFFICER STRESS~~LIFETIME FITNESS**

~~July 1, 1993~~April 15, 1995

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**I. INSTRUCTIONAL GOALS**

The goals of instruction on ~~Physical Fitness/Officer Stress~~Lifetime Fitness are to provide students with:

- A. an understanding of the physical and behavioral ailments for which law enforcement officers may be at high risk;
- B. knowledge of the techniques for ~~preventing common~~reducing the risk of developing debilitating physical ailments including heart disease, stomach ulcers, and low back injuries common to peace officers;
- C. ability to recognize the signs and symptoms of stress ~~te~~and make use of apply stress reduction techniques;
- D. knowledge of techniques for managing body composition including ~~diet~~nutrition and exercise;
- E. knowledge of physical conditioning principles;
- F. an appreciation for a healthy lifestyle~~includes a regular program of physical exercise~~ and commitment to lifetime fitness program; and
- G. the ability to perform the mentally and physically demanding tasks required of a law enforcement officer.

**II. REQUIRED TOPICS**

The following topics shall be covered:

- A. ~~Recognizing and reducing stress~~the signs and symptoms of stress (e.g. high blood pressure, headaches, sleep/eating disorders, etc.)
- B. Physical ~~disablers and illnesses~~and behavioral problems common to law enforcement officers to include:

1. cardiovascular disease (including risk factors)
  2. low back injury
  3. other emerging disablers (e.g. digestive disorders, cancer, etc.)
- C. The short-term and long-term effects of ~~drug use including alcohol and tobacco~~substance use/abuse to include:
1. alcohol
  2. tobacco
  3. other substances capable of being abused (e.g. prescription and nonprescription drugs, caffeine, illegal drugs, etc.)
- D. ~~Disease prevention~~Elements of a disease risk management program to include:
1. regular exercise
  2. body composition management
  3. proper nutrition
  4. no substance abuse
  5. management of stress
- E. Principles of b~~Body composition management—Diet and exercise~~to include:
1. body fat
  2. nutrition
  3. physical activity

- F. Principles of pPhysical conditioning pinciplesto include:
1. progressive overload
  2. specificity
  3. frequency
  4. duration/time
  5. intensity
- G. Techniques for stress management (e.g. exercise, professional counseling, relaxation)
- H. Methods of self-evaluating personal fitness levels in the following areas:
1. cardiovascular fitness
  2. flexibility
  3. muscular strength
  4. muscular endurance
  5. body composition
- I. Elements of a personal fitness program to include:
1. cardiovascular
  2. muscular strength
  3. flexibility
  4. muscular endurance

J. Basic principles of nutrition to include:

1. food constituents (e.g. proteins, carbohydrates and fats)
2. elements of a balanced diet (e.g. determining the proportion of calories that come from fat)
3. the effects of various foods on physical performance, body composition and general health

K. Components of an exercise session to include:

1. warmup/stretching
2. conditioning phase
3. cooldown/stretching
4. evaluation and treatment of training injuries

III. REQUIRED TESTS

The following tests shall be administered:

- ~~A. The POST-constructed knowledge test for Domain #32~~
- ~~B. The POST-developed physical abilities test or an equivalent physical abilities test approved by POST~~

IV. REQUIRED LEARNING ACTIVITIES

- A. The student shall be required to participate in the structured POST-approved physical conditioning program
- B. Participation in a facilitated discussion, workbook assignment, computer-assisted training session or equivalent instructional activity regarding health problems common to law enforcement officers and related risk reduction management techniques

- C. Participation in a facilitated discussion, workbook assignment, computer-assisted training session or equivalent instructional activity regarding proper nutrition
- D. Participation in a facilitated discussion, workbook assignment, computer-assisted training session or equivalent instructional activity regarding techniques used to evaluate physical fitness
- E. Participation in a facilitated discussion, workbook assignment, computer-assisted training session or equivalent instructional activity regarding the principles of physical conditioning

V. HOURLY REQUIREMENTS

Students shall be provided with a minimum of **40 hours** of instruction on ~~physical fitness/officer stress~~lifetime fitness. This includes time spent participating in the POST physical conditioning program.

VI. ORINATION DATE

July 1, 1993

VII. REVISION DATES

~~None~~

April 15, 1995

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## SPECIFICATIONS FOR LEARNING DOMAIN #41: HAZARDOUS MATERIALS AWARENESS

July 1, 1993April 15, 1995

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### I. INSTRUCTIONAL GOALS

The goals of instruction on **Hazardous Materials Awareness** are to provide students with:

- ~~A. the ability to recognize when a hazardous material incident has occurred;~~
- ~~B. the knowledge needed to safely handle a hazardous material incident; and~~
- ~~C. the ability to identify hazardous materials using the *Emergency Response Guidebook* (ERG).~~
- A. the ability to recognize what hazard materials are; the risks and negative outcomes hazardous materials incidents present; and describe the difference in roles between the First Responder at the Awareness and the First Responder at the Operational level
- B. the ability to recognize a hazardous materials incident through basic clues, warning signs, placards, labels, shipping papers and material safety data sheets; understand the need for a positive safety attitude; and describe a safe approach to a hazardous materials incident
- C. the ability to describe First Responder Awareness actions, understanding the need for safety, isolation and making required notifications to mitigate a hazardous materials incident
- D. the ability to identify the purpose and need to safely initiate command; cite basic identification and assessment techniques; understand the use of the *Department of Transportation Emergency Response Guidebook* (current DOT ERG) for basic action planning

**II. REQUIRED TOPICS**

The following First Responder Awareness level topics shall be covered and the instruction shall be delivered by an instructor certified by the California Specialized Training Institute in accordance with Title 19 of the California Code of Regulations, Chapter 1, Subchapter 2, Section 2520(a)(6):

~~A. Indicators of hazardous materials~~

~~B. Precautions to take where hazardous materials may be present~~

~~C. Using the ERG to identify hazardous materials~~

A. Introduction of hazardous materials at the First Responder Awareness level to include:

1. overview of local hazardous materials problems
2. differences between hazardous materials incidents and other emergencies
3. federal agencies where definitions of hazardous materials, hazardous chemicals, hazardous substances and hazardous waste can be found
4. United Nations hazard classes
5. multiple hazards and adverse effects of hazardous materials
6. common local hazardous materials spills, locations and response problems
7. primary first-responder role includes a safe and competent response to a hazardous materials incident within awareness level, resources and capabilities
8. definition of First Responder Awareness
9. definition of First Responder Operational

10. essential tactical operations for First Responder Awareness and Operations

11. overview of pertinent hazardous materials authorities and regulations

B. Hazardous materials recognition and safety to include:

1. ways hazardous materials incidents are reported

2. basic hazardous materials recognition clues

3. hazardous materials outward warning signs

4. locations where hazardous materials are manufactured, transported, stored, used and disposed

5. typical hazardous materials container shapes and packaging

6. DOT placard and labeling system

7. types, location and content of Material Safety Data Sheets (MSDS) and shipping papers

8. safety upon recognition, including positive safety attitudes and safe approach tactics

9. ways hazardous materials incidents can cause death or injury to hazardous materials personnel

C. Concepts of safety, isolation and notification to include:

1. First Responder Awareness and Operational level basic response requirements/first on scene safe initial actions

2. safe approach distance guides

3. how to conduct a safe assessment

4. essential field safety guides (do's and don'ts)



5. isolation and entry denial tactics
6. relationship of perimeters and zones to scene safety and isolation, including proper terms and differences
7. identification of hazardous materials resources needed for an emergency response
8. required notifications at hazardous materials incidents

D. Basic command, identification/hazard assessment and action plans to include:

1. necessity for establishing command
2. First Responder role in assuming command
3. relationship between identification and hazard assessment
4. identification and hazard assessment as the basis of the hazardous materials response
5. common information sources in identification and hazard assessment
6. number of minimum information sources necessary to confirm identification and hazard assessment
7. comprehensive review and use of the current DOT Emergency Response Guide
8. familiarization with other hazardous materials reference materials
9. review of First Responder Awareness role in local hazardous materials plan and the current DOT Emergency Response Guide
10. recognized off-site hazardous materials information centers
- II. components of hazard assessment

- 12. variables and modifying conditions of hazardous materials incidents
- 13. concept of risk versus gain at a hazardous materials incident
- 14. federal requirement for hazardous materials action plan
- 15. complexity of identification and hazard assessment at hazardous materials incidents

E. Basic considerations for conducting a preliminary investigation of a hazardous materials incident or environmental crime

F. Basic legal aspects of hazardous materials incidents

### III. REQUIRED TESTS

The following tests shall be administered:

A. The POST-constructed knowledge test for Domain #41

~~B. An exercise test that requires the student to participate in a "table top" exercise simulating a hazardous material incident. Based on the simulation, the student must be able to describe the nature of the hazardous incident, identify appropriate safety precautions, explain how to isolate the scene, and identify the agency that should be contacted for assistance.~~

### IV. REQUIRED LEARNING ACTIVITIES

None

A. Participation in a facilitated discussion relating to appropriate First Responder Awareness level actions at the scene of a hazardous materials incident

B. Participation in a facilitated discussion relating to types of resources available for determining the hazard potential of a variety of suspected hazardous materials

V. HOURLY REQUIREMENTS

Students shall be provided with a minimum of **4 hours** of instruction on hazardous materials.

VI. ORIGINATION DATE

July 1, 1993

VII. REVISION DATES

~~None~~

April 15, 1995

## PROPOSED LEARNING ACTIVITY

### LEARNING DOMAIN #1 HISTORY, PROFESSIONALISM AND ETHICS

13.01.01

Given a minimum of three word pictures, videotapes or other stimulus materials provided by the instructor which depict potential examples of unprofessional or unlawful conduct by peace officers, the student will participate in a facilitated discussion. At a minimum, the discussion must address:

1. Whether or not the behavior was unlawful, unethical or inconsistent with the *Law Enforcement Code of Ethics* and/or the *Code of Professional Conduct and Responsibilities for Peace Officers*
2. The potential sanctions that could result from the behavior
3. Potential perceptions of the public regarding the behavior
4. Whether or not intervention is appropriate

## **PROPOSED LEARNING ACTIVITY**

### **LEARNING DOMAIN #26 UNUSUAL OCCURRENCES**

13.26.1

Given a series of word pictures, videotapes, schematics or other depictions of different types of unusual occurrences, the student must participate in a facilitated discussion of how the first officer on the scene should respond to minimize injuries, loss of life and property damage. The depictions must include the following types of actual or potential incidents:

1. Civilian aircraft crash
2. Military aircraft crash
3. Earthquake
4. Flood
5. Suspected explosive device or explosion
6. Fires

## **PROPOSED LEARNING ACTIVITY**

### **LEARNING DOMAIN #31 CUSTODY**

#### **LEARNING ACTIVITY 13.31.1**

The student will participate in a facilitated discussion which relates to the legal responsibilities of a peace officer in the care and custody of an arrested person from the time of arrest to the transfer of responsibility to a local detention facility. At a minimum, the discussion must address:

1. Legal basis for the custody
2. Pertinent laws relating to the care and custody of the arrested person
3. Officer's responsibilities during intake
4. Actions of custodial personnel upon receipt of the arrested person

**PROPOSED LEARNING ACTIVITIES**  
**LEARNING DOMAIN #32**  
~~Physical Fitness/Officer Stress~~ Lifetime Fitness

- 13.32.1 The student will participate in a structured program of physical conditioning as described in the *POST Basic Academy Physical Conditioning Manual*.
- 13.32.2 The student will participate in a facilitated discussion, workbook assignment, computer-assisted training session or equivalent instructional activity regarding health problems common to law enforcement officers and related risk reduction management techniques. At a minimum, the activity must address the following topics:
1. Common illnesses/injuries including cardiovascular disease, low back injury, gastrointestinal disorders, cancers and substance abuse
  2. The short-term and long-term effects of using/abusing alcohol and tobacco
  3. The essential elements of lifetime fitness including exercise, nutrition, stress management, drug avoidance and body composition management
- 13.32.03 The student will participate in a facilitated discussion, workbook assignment, computer-assisted training session or equivalent instructional activity regarding proper nutrition. At a minimum, the activity must address the following topics:
1. The relationship between the proportion of calories consumed from each food group and body composition
  2. The nutritional characteristics of different foods (e.g. grains, legumes, meat, fish, dairy products) and the use of food selection in body composition management
  3. The relationship between exercise and body composition management
- 13.32.04 The student will participate in a facilitated discussion, workbook assignment, computer-assisted training session or equivalent instructional activity regarding techniques used to evaluate physical fitness. At a minimum, the activity must address techniques for evaluating the following types of physical fitness components:
1. Cardiovascular endurance
  2. Flexibility
  3. Muscular strength
  4. Muscular endurance
  5. Body composition
- 13.32.05 The student will participate in a facilitated discussion, workbook assignment, computer-assisted training session or equivalent instructional activity regarding the principles of physical conditioning. At a minimum, the activity must address the following principles and techniques for developing a personal physical fitness program:
1. The relationship between the different dimensions of physical fitness (i.e. cardiovascular endurance, flexibility, muscular strength, muscular endurance and body composition) and the physical conditioning activities that develop them
  2. The basic principles of a physical conditioning program (e.g. progressive

overload, specificity, frequency, intensity, duration/time) and an exercise session (e.g. warmup/stretch, conditioning phase, cooldown/stretch)

3. Calculating the aerobic heart rate training zone
4. The components of an effective cardiovascular training program
5. The components of an effective strength training program
6. Evaluation and treatment of training injuries



## **PROPOSED LEARNING ACTIVITIES**

### **LEARNING DOMAIN #41 HAZARDOUS MATERIALS AWARENESS**

#### **Learning Activity 13.41.1**

Given a word picture, videotape or other depiction of a possible hazardous materials incident, a current *Emergency Response Guidebook* (ERG) and other appropriate resource materials, the student will participate in a facilitated discussion regarding the on-scene duties of a First Responder at the Awareness level. At a minimum, the discussion must address:

1. Identification of the event as a hazardous material incident
2. Application of recommended safety precautions
3. Use of the ERG to determine the initial isolation and protective action distances
4. The need to isolate the scene and to determine whether to evacuate or shelter in place
5. Notification considerations

#### **Learning Activity 13.41.2**

Given a depiction of a container, building or other fixed facility bearing a placard, sign, warning label or other indication of the possible presence of a hazardous material, the student will participate in a facilitated discussion regarding the types and capabilities of resources available to determine the nature and degree of the hazard and indications of the type of material(s) involved.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PROPOSED REGULATION

**1005. Minimum Standards for Training.**

(a)(1) through (j)(2) continued.

Continued - All incorporation by reference statements in between (j)(2) and the following:

The document *Training Specifications For The Regular Basic Course - July 1993* adopted effective January 14, 1994, and amended July 16, 1994, December 17, 1994, and \* \* \* and \* is herein incorporated by reference.

\*\*\*\*\* continued.

NOTE: Authority cited: Sections 13503, 13506, and 13510, Penal Code. Reference: Sections 832, 832.3, 832.6, 13506, 13510, 13510.5, 13511, 13513, 13514, 13516, 13517, 13520, and 13523, Penal Code.

\* Dates to be filled in by OAL.

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Proposed Changes to the Regular Basic Course Performance Objectives</b>		Meeting Date <b>January 12, 1995</b>	
Bureau	Reviewed By <b>John G. Berner</b> <i>[Signature]</i>	Researched By <b>Jim Norborg</b>	
Standards and Evaluation	Date of Approval <b>12-19-94</b>	Date of Report <b>December 12, 1994</b>	
Executive Director Approval <i>[Signature: William C. Boehm]</i>			
Purpose:		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details)	
<input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<input checked="" type="checkbox"/> No	

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission approve changes to the regular basic course performance objectives as described in this report?

BACKGROUND

The performance objectives for the regular basic course serve as blueprints for the Commission-mandated tests that must be passed by all cadets. Commission policy C13 requires that all substantial changes to the performance objectives (i.e., additions and deletions) be approved by the Commission prior to adoption.

This report describes proposed performance objective changes in four learning domains: #1 (History, Professionalism, Career & Ethics); #26 (Unusual Occurrences); #31 (Custody); and #32 (Lifetime Fitness). The proposed changes address knowledge objectives and exercise objectives.<sup>1</sup> Attachments to the report show all planned changes to the performance objectives in these domains (including minor changes which do not require Commission approval), along with a brief description of the rationale for each planned change. This additional information has been included in the belief that it will provide the Commission with a better understanding of the totality of what is being proposed.

All proposed changes to the performance objectives are the result of ongoing review by POST and academy staff to keep the basic course curriculum and tests up to date and technically sound. The proposed changes have been approved by the consortium of basic academy directors and are consistent with changes to the *Training Specifications for the*

<sup>1</sup>Knowledge objectives are performance objectives which require the student to demonstrate knowledge and are evaluated using POST-developed paper-and-pencil exams. Exercise objectives are performance objectives which require the student to demonstrate knowledge and/or skills and are evaluated with tests other than POST-developed paper-and-pencil exams or job-simulation tests.

Regular Basic Course - July 1993, as described in a previous agenda item report.<sup>2</sup>

## ANALYSIS

The proposed changes are summarized below:

### **Domain 1: History, Professionalism, Career & Ethics**

Knowledge objectives. There are currently 10 knowledge objectives in this domain. Nominally, the objectives address the following topics: (1) history of law enforcement (1.1.1 and 1.1.2); (2) law enforcement's status as a profession (1.2.1); ethics (1.3.1, 1.3.2, and 1.3.3); (3) intervention to prevent the unlawful or unethical conduct of a fellow officer (1.4.1 and 1.4.4); (4) nonenforcement of laws by personal choice (1.4.2); and (5) gratuities (1.4.3). The proposed changes would delete all ten objectives. The reasons for these changes are described below.

The proposed changes are based on two findings. First, factor analysis of test results showed that the items based on these objectives "measured" five to eight different factors, but the factors are not congruent with the nominal topics identified above.<sup>3</sup> In short, the test scores from the multiple-choice test were uninterpretable. Second, the knowledge required to answer the test items in this domain cannot be directly linked to the knowledge required to perform a job-related task. For example, knowing that "the nation's first police academy was established in San Francisco in 1923," objective 1.1.2, is not a prerequisite to performing the duties of a patrol officer.

Summary. Instruction on the topics covered by the deleted objectives will continue to be required as specified in the *training specifications*. In addition, a new learning activity is proposed that will require students to review and critique a series of depictions of possible unethical or unprofessional conduct by peace officers, and to discuss the appropriateness of intervening in such situations. Finally, pending the availability of funding, the Commission has approved the development of a "workbook" that will provide students with instruction on the history of law enforcement, the status of law enforcement as a profession, and the application of ethical principles to the conduct of law enforcement officers. Attachment 1 shows the full text of all proposed changes to the performance objectives in this domain, along with the rationale underlying each change.

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<sup>2</sup>The *training specifications* provide a more complete, less technical description of the Commission's basic course training requirements. Included in the *training specifications* are required instructional topics and required learning activities.

<sup>3</sup>Factor analysis is a statistical technique that is useful in interpreting the meaning of test scores. Absent an interpretable factor analysis, the meaning of a test score is unknown.

## Domain 26: Unusual Occurrences

Knowledge objectives. There are currently seven knowledge objectives in this domain. It is recommended that these seven objectives be deleted and replaced by eight new objectives. The reasons for these changes are described below.

Objective 8.39.1 unsuccessfully attempts to address five different types of hazards in a single objective using direct-question test items (electrical power emergency, malfunctioning traffic signal, hazardous road condition, damaged fire hydrant, and gas leak). The proposed change would replace this objective with four new word-picture objectives (i.e., objectives 8.39.8, 8.39.9, 8.39.10, and 8.39.11), which collectively address all but malfunctioning traffic signals.<sup>4</sup> Officer responsibilities at the scene of a malfunctioning traffic control would continue to be a part of mandated instruction, but would no longer be tested due to the agency-specific nature of such responsibilities.

Objectives 8.39.2 and 8.39.3 unsuccessfully attempt to address air crashes using direct-question test items. The proposed change would replace these two objectives with a single word-picture objective (i.e., 8.39.12).

Objective 3.39.5 unsuccessfully attempts to address bomb threats with direct-question test items. The proposed change would replace this objective with three new word-picture objectives (i.e., 8.39.13, 8.39.14, and 8.39.15).

Objective 8.40.1 unsuccessfully attempts to address the methods used to extinguish different types of fires with word-picture test items. These items require students to select the preferred method of extinguishing a fire given the type of fire depicted in the word picture. The proposed change would replace this objective with a another word-picture objective (i.e., 8.40.4) that requires students to identify whether the method of fire extinction depicted in the word picture is appropriate. While the difference in the two item formats is subtle, experience has shown that the latter format generally produces less ambiguous test items with better statistical characteristics.

Objectives 8.40.2 and 8.40.3 address entering and searching burning buildings. In the opinion of the subject matter experts, peace officers are neither trained nor equipped to enter burning buildings, and therefore, these topics are inappropriate for basic course students. The proposed change would delete these items.

Summary. The proposed changes would delete seven objectives and add eight. With the exception of the two objectives on entering burning buildings that are proposed for deletion, the changes are technical and intended to improve the quality of the test items.

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<sup>4</sup>Direct-question performance objectives require the simple memorization and recall of information, whereas word-picture performance objectives require the application of information to specific situations.

Attachment 2 shows the full text of all proposed changes to the performance objectives in this domain, along with the rationale underlying each recommended change. Also shown is the addition of a new learning activity (i.e., 13.26.1), which requires students to participate in a discussion of how to handle six different types of unusual occurrences.

### **Domain 31: Custody**

Knowledge objectives. There are currently 12 knowledge objectives in this domain. Analysis of the statistical characteristics of the custody tests and test items revealed that the test items are not measuring a coherent body of knowledge. As a result, test scores are not meaningful measures of the knowledge required to properly handle detainees prior to arraignment and placement in the general jail population. Moreover, some of the custody objectives appear to require knowledge appropriate for a peace officer working in a jail but not needed by a patrol officer whose custodial responsibilities are more limited. Proposed changes to correct these problems are described below.

Objective 11.1.1 requires students to identify the procedures that "intake officers" should follow for ensuring that a commitment to custody is legal. Because the regular basic course is designed for "patrol officers," not "intake officers," the proposed change modifies the objective to reflect this difference.

Objective 11.2.1 unsuccessfully attempts to address two distinct issues (i.e., receipt of property from a prisoner and soliciting business for an attorney) using direct-question test items. The proposed change would replace this objective with two new word-picture objectives (i.e., 11.2.2 and 11.2.3).

Objective 11.3.1 requires students to identify when an officer has committed the crime of "inhumane or oppressive treatment of a prisoner." The proposed change would rewrite this objective to increase clarity and to conform with the format of similar word-picture objectives.

Objective 11.3.2 requires students to identify when an officer has committed the crime of "assault under color of authority." The proposed change would rewrite this objective to increase clarity and to conform with the format of similar word-picture objectives.

Objective 11.4.1 requires students to identify the information arresting officers should provide to intake officers about their prisoners (e.g., the prisoner is diabetic and needs medication). The question of what information to provide to an intake officer is context sensitive and difficult to assess with multiple-choice test items. The proposed change would replace this objective with a learning activity (i.e., 13.31.1).

Objective 11.4.2 requires students to identify the specific methods used to secure weapons and tear gas canisters before entering a detention facility. The methods vary by location, thereby making it difficult to write test questions that have

statewide applicability. The proposed change would replace this objective with a new word-picture objective (i.e., 11.4.7) which focuses on the crime of bringing weapons or tear gas into a detention facility.

Objective 11.4.3 requires students to identify the steps required to book a sick or injured prisoner into jail. This is procedural knowledge that is agency specific and difficult to assess with multiple-choice test items intended for statewide use. The proposed change would replace this objective with a learning activity (i.e., 13.31.1).

Objectives 11.4.5 and 11.4.6 address invasive searches of a prisoner's person (i.e., strip and body cavity searches). Typically custodial officers do these types of searches, not patrol officers. The proposed change would replace these objectives with a new objective (11.4.8) that applies to prearrest detainees and minors, the types of prisoners who are most likely to be searched by a patrol officer.

Objective 11.6.1 requires students to identify a list of constitutional rights guaranteed to prisoners. However, this list applies only to persons who have been booked and incarcerated for more than 24 hours (cf., Penal Code Sections 2601 and 4027). These prisoners are the responsibility of custodial officers, not patrol officers. During the relatively brief period of time between an arrest and booking when a patrol officer has custody of a prisoner, the arrestee is presumed to be innocent and retains all rights except the temporary loss of freedom associated with the process of booking and securing a release through bail or other means. The need to protect those rights is covered in other domains (e.g., search and seizure, laws of arrest, use of force, and crimes against persons). The proposed change would delete this objective but retain instruction on the treatment of prisoners in a learning activity (i.e., 13.31.1).

Objective 11.6.4 unsuccessfully attempts to address a prisoner's right to make telephone calls with direct-question test items. The proposed change would replace this objective with two new word-picture objectives (i.e., 11.6.6 and 11.6.7).

Objective 11.6.5 unsuccessfully attempts to address the prohibition against eavesdropping on a prisoner's conversations with direct-question test items. The proposed change would replace this objective with a new word-picture objective (i.e., 11.6.8).

Summary. The proposed changes would modify three objectives, delete seven existing objectives, and add seven new objectives. Most of the proposed changes are technical and intended to improve the quality of the test items. Attachment 3 shows the full text of all proposed changes to the performance objectives in this domain, along with the rationale underlying each recommended change. Also shown is the addition of a new learning activity (13.31.1) which addresses several different custody issues.

## **Domain 32: Physical Fitness/Officer Stress<sup>5</sup>**

Knowledge objectives. There are currently 16 knowledge objectives in this domain. The proposed changes would delete all 16. Each of these objectives falls into one or both of the following categories: (1) the knowledge required by the objective is not a prerequisite to performing the duties of a patrol officer; and/or (2) the knowledge required by the objective does not need to be memorized because it can be readily retrieved, as needed, from a work aid or other information source. In either case, it is inappropriate to assess such knowledge in a high-stakes test where failure is an absolute bar to the pursuit a law enforcement career. The changes to the *training specifications*, proposed in an earlier agenda item, will require continued instruction on the knowledge required by the deleted objectives. This instruction is mandated in the form of required topics and five new learning activities.

Exercise objective. The lone exercise objective in this domain improperly commingles the requirement to participate in a physical conditioning program (a learning activity) with the requirement to pass a POST-developed, work sample test battery (an exercise test). The proposed change would rewrite the exercise objective to eliminate the reference to the conditioning program and add a learning activity (i.e., 13.32.1) to require participation in the conditioning program.

Summary. Instruction on the topics covered by the deleted knowledge objectives will continue to be required as specified in the *training specifications*. Moreover, pending the availability of funds, the Commission has approved the development of a "workbook" that will provide students with instruction on the principles of physical conditioning, lifetime fitness, and officer stress. Attachment 4 shows the full text of all proposed changes to the performance objectives in this domain, along with the rationale underlying each recommended change. Also shown is the addition of five new learning activities (i.e., 13.32.1 to 13.32.5).

### **Overall Impact of Proposed Changes:**

One effect of the proposed changes will be to eliminate the use of a high-stakes, multiple-choice test in two domains: History, Professionalism, Career and Ethics; and Physical Fitness/Officer Stress. A high-stakes, multiple-choice test is inappropriate in these domains because the knowledge required to answer the test questions is not a prerequisite to performing the duties of a patrol officer.

The second effect of the proposed changes will be to make technical adjustments to the objectives in two domains (i.e., unusual occurrences and custody) that will improve the quality of the test items. Better test items mean that the test scores will

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<sup>5</sup>A previous agenda item proposes to retitle this domain "Lifetime Fitness."



more accurately reflect whether students have acquired the knowledge needed to perform the duties of a patrol officer.

RECOMMENDATION

Approve the proposed changes to the regular basic course performance objectives effective with academy classes that begin on or after April 15, 1995.

## ATTACHMENT 1

### LEARNING DOMAIN #1: HISTORY, PROFESSIONALISM, CAREER AND ETHICS

#### KNOWLEDGE OBJECTIVES:<sup>1</sup>

- 1.1.1 ~~Given a direct question, the student will identify the following historical events which marked the development of law enforcement in the United States.~~
- ~~A. The colonists brought the practices of English common law, the "watch-and-ward" system, and the county form of government to the American colonies~~
  - ~~B. The urbanization of America produced big-city police departments~~
  - ~~C. As the automobile increased mobility, state and national law enforcement agencies were created to enforce laws across county and state boundaries~~
  - ~~D. Modern day law enforcement is characterized by "professionalism" and the use of technology to improve communications and mobility~~

Recommendation. Delete this objective. It is a required topic in the training specifications.<sup>2</sup>

- 1.1.2 ~~Given a direct question, the student will identify the following historical events which marked the development of law enforcement in California.~~
- ~~A. The nation's first police academy was established in San Francisco in 1923~~
  - ~~B. August Vollmer's tenure as police chief for the City of Berkeley from 1905 to 1932 was marked by innovations in police selection, crime prevention,~~

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<sup>1</sup>The knowledge objectives recommended for deletion require knowledge that is not needed to perform the duties of a patrol officer. Established legal principles do not permit the use of a high-stakes test where the knowledge, as here, is not directly related to job performance. In other words, while knowledge related to the history of law enforcement, professionalism, career, and ethics is unquestionably useful (as evidenced by the Commission's long standing commitment to requiring instruction in these topics), it is not a prerequisite to doing the job, and therefore, should not be the basis for disqualifying students who are pursuing a law enforcement career.

<sup>2</sup>References to required topics assume Commission approval of all changes to the training specifications as presented in a previous agenda item.

~~patrol, record keeping, beat analysis, and communications~~

- ~~C. California has recently introduced new technology including the use of helicopters for patrol and computers for fingerprint searches~~

Recommendation. Delete this objective. It is a required topic in the training specifications.

- 1.2.1 ~~Given a direct question, the student will identify the following characteristics of a profession.~~

- ~~A. Members share a common set of principles and goals~~
- ~~B. A recognized body of knowledge is systematically transmitted to new members~~
- ~~C. Members belong to one or more organizations which promote the interests of the profession~~
- ~~D. A code of ethics regulates the conduct of the members~~
- ~~E. A license or certificate is required to practice~~

Recommendation. Delete this objective. It is a required topic in the training specifications.

- 1.3.1 ~~Given a direct question, the student will identify why law enforcement officers, both on and off duty, should exemplify the highest ethical and moral standards.~~

- ~~A. To promote professionalism in law enforcement~~
- ~~B. To gain public support for law enforcement~~
- ~~C. To earn the respect and confidence of peers~~
- ~~D. To maintain a sense of self-worth and pride in being a law enforcement officer~~

Recommendation. Delete this objective. It is a required topic in the training specifications.

- 1.3.2 ~~Given a direct question, the student will identify the following fundamental duties of a law enforcement officer as described in the "Law Enforcement Code of Ethics."~~

- ~~A. To serve mankind~~
- ~~B. To safeguard lives and property~~
- ~~C. To protect the innocent against deception~~
- ~~D. To protect the weak against oppression or intimidation~~
- ~~E. To protect the peaceful against violence or disorder~~
- ~~F. To respect the Constitutional rights of all~~

Recommendation. Delete this objective. It is a required topic in the training specifications. New learning activity 13.01.01 requires students to review and critique examples of officer conduct and to participate in facilitated discussions of whether such conduct is consistent with the *Law Enforcement Code of Ethics* (see page 1-5).

1.3.3 ~~Given a direct question, the student will identify the following canons of the "Code of Professional Conduct and Responsibilities for Peace Officers."~~

- ~~A. Uphold the Constitution of the United States, state statutes and local laws~~
- ~~B. Perform duties ethically~~
- ~~C. Regard discharge of duties as a public trust~~
- ~~D. Exemplify high standards in public and private life~~
- ~~E. Recognize the freedom of others shall not be infringed upon without just and legal cause~~
- ~~F. Maintain integrity and competence~~
- ~~G. Cooperate with lawful officials and organizations~~
- ~~H. Refuse to accept gratuities~~
- ~~I. Maintain the confidentiality of information~~

Recommendation. Delete this objective. It is a required topic in the training specifications. New learning activity 13.01.01 requires students to review and critique examples of officer conduct and to participate in facilitated discussions of whether such conduct is consistent with the *Code of Professional Conduct and Responsibilities for Peace Officers* (see page 1-5).

1.4.1 ~~Given a word picture depicting unethical and/or criminal conduct on the part of a fellow officer, the student will identify the best method for handling the situation based on the following principles:~~

- ~~A. Express verbal disapproval of minor infractions by a fellow officer~~
- ~~B. Discuss continued infractions with a supervisor~~
- ~~C. Report misconduct to a supervisor immediately~~
- ~~D. Prevent criminal behavior, if possible, and report it to a supervisor immediately~~

Recommendation. Delete this objective. It is a required topic in the training specifications. New learning activity 13.01.01 requires students to review and critique examples of officer conduct and to participate in facilitated discussions of appropriate intervention strategies (see page 1-5).

1.4.2 ~~Given a direct question, the student will identify problems associated with an officer's nonenforcement of specific laws by personal choice.~~

- ~~A. Public disrespect for the law and law enforcement~~
- ~~B. Public confusion as to the meaning or intent of the law~~

Recommendation. Delete this objective. It is a required topic in the *training specifications*. New learning activity 13.01.01 requires students to review and critique examples of officer conduct and to participate in facilitated discussions of the potential perceptions of the public regarding the conduct (see page 1-5).

1.4.3 ~~Given a direct question, the student will identify problems associated with an officer's acceptance of gratuities.~~

- ~~A. Creates a negative public image of law enforcement officers and their agencies~~
- ~~B. Obligates the officer to the gift giver~~
- ~~C. May lead to the acceptance of larger gifts, serious misconduct, or the commission of a crime~~

Recommendation. Delete this objective. It is a required topic in the *training specifications*.

1.4.4 ~~Given a direct question, the student will identify why it is necessary for an officer to take positive action when becoming aware of unethical and/or criminal conduct on the part of a fellow officer.~~

- ~~A. To maintain the public trust~~
- ~~B. To prevent further misconduct~~
- ~~C. To permit corrective action to take place~~

Recommendation. Delete this objective. It is a required topic in the *training specifications*. New learning activity 13.01.01 requires students to review and critique examples of officer conduct and to participate in facilitated discussions of the potential perceptions of the public regarding the conduct, as well as whether intervention is appropriate (see page 1-5).

## LEARNING ACTIVITY

13.01.01 Given a minimum of three (3) video clips, reenactments, simulations, role plays, word pictures, or other stimulus material provided by the instructor which depict potential examples of unprofessional or unlawful conduct by peace officers, the student will participate in a facilitated discussion regarding:

1. Whether or not the behavior was unlawful, unethical or inconsistent with either the Law Enforcement Code of Ethics or the Code of Professional Conduct and Responsibilities for Peace Officers
2. The potential sanctions that could result from the behavior
3. Potential perception of the public regarding the behavior
4. Whether or not intervention is appropriate

## ATTACHMENT 2

### LEARNING DOMAIN #26: UNUSUAL OCCURRENCES

#### KNOWLEDGE OBJECTIVES:

8.39.1 ~~Given a direct question, the student will identify the actions required of an officer confronted with one of the following unusual occurrences:~~

- ~~A. Electrical wires down/surface transformers damaged~~
- ~~B. Malfunctioning traffic signals~~
- ~~C. Hazardous road conditions~~
- ~~D. Damage to fire hydrants~~
- ~~E. Gas leaks~~

Recommendation. Delete this objective. Replace it with four new word-picture objectives that require students to apply, rather than memorize, information (i.e., objectives 8.39.8, 8.39.9, 8.39.10, and 8.39.11; see pages 2-2 and 2-3).

8.39.2 ~~Given a direct question, the student will identify the following initial responsibilities of the first units to arrive at the scene of an air crash, major vehicle accident, or disaster scene:~~

- ~~A. Request needed assistance and equipment~~
- ~~B. Provide for emergency medical aid~~
- ~~C. Establish security perimeter~~
- ~~D. Identify and admit authorized personnel~~

Recommendation. Delete this objective and replace it with new word-picture objective 8.39.12, which requires the application of this knowledge (see page 2-4), and new learning activity 13.26.1, which calls for participation in facilitated discussions of first responder responsibilities at the scene of various types of disasters (see page 2-7).

8.39.3 ~~Given a direct question, the student will identify the following factors peculiar to the handling of an air crash:~~

- ~~A. Civilian Aircraft
  - ~~1. Federal Aviation Administration (FAA)/National Transportation Safety Board (NTSB) will investigate~~
  - ~~2. Common freight carriers frequently carry limited quantities of hazardous materials~~~~
- ~~B. Military Aircraft
  - ~~1. Military authorities are in charge~~
  - ~~2. There may be dangerous weapons problems~~
  - ~~3. There may be classified materials present~~~~

- ~~4. Police cannot authorize the news media to enter~~
- ~~5. There may be hazardous materials aboard~~

Recommendation. Delete this objective and replace it with new word-picture objective 8.39.12, which requires the application of this knowledge (see page 2-4), and new learning activity 13.26.1, which calls for participation in facilitated discussions of first responder responsibilities at the scene of various types of disasters (see page 2-7).

- 3.39.5 ~~Given a direct question, the student will identify the following "tactical" considerations required on arrival at the scene of a suspected or actual explosive device:~~
- ~~A. Hazards of using the police radio~~
  - ~~B. Avoid handling suspected device~~
  - ~~C. Immediately isolate the object and evacuate as reasonable~~
  - ~~D. Determine need for and request specialized assistance~~

Recommendation. Delete this objective and replace it with new word-picture performance objectives 8.39.13, 8.39.14, and 8.39.15 (see pages 2-4 and 2-5). The new objectives require students to apply knowledge to specific bomb threat/explosive device situations, rather than memorize a list of "tactical considerations."

- 8.39.8 Given a word picture depicting an officer's response to an electrical power emergency (e.g., downed power line, broken utility pole, damaged transformer), the student will identify if the officer's actions were appropriate using the following guidelines:
- A. Maintain a safe position of personnel and equipment in relation to the electrical power emergency (e.g., safe distance from the downed power line, appropriate location for preliminary command post)
  - B. Isolate the hazard and protect the scene
  - C. Direct assisting units to the scene by the safest /response route, if appropriate
  - D. Limit ingress and egress to authorized persons
  - E. Ensure notification of emergency medical services (EMS), if appropriate
  - F. Ensure notification of utility company
  - G. Ensure notification of public works and transportation agency (e.g., Caltrans, county/city roads, etc.) if appropriate
  - H. Ensure notification of hazmat response team, if appropriate



I. Maintain scene command/personnel until relieved or the emergency is over

8.39.9 Given a word picture depicting an officer's response to a hazardous road condition (e.g., washout, landslide, flashflood), the student will identify if the officer's actions were appropriate using the following guidelines:

- A. Maintain a safe position of personnel/equipment establish location for preliminary command post)
- B. Isolate the hazard and protect the scene
- C. Direct assisting units to the scene by the safest response route, if appropriate
- D. Limit ingress and egress to authorized persons
- E. Ensure notification of utility company, if appropriate
- F. Ensure notification of public works and transportation agency (e.g., Caltrans, county/city roads, etc.) if appropriate
- G. Maintain scene command/personnel until relieved or the emergency is over

8.39.10 Given a word picture depicting an officer's response to a damaged fire hydrant, the student will identify if the officer's actions were appropriate using the following guidelines:

- A. Maintain a position of safety
- B. Isolate the hazard and protect the scene
- C. Ensure notification of the utility company and/or other support resources (i.e., Caltrans, county/city roads)
- D. Ensure notification of fire department
- E. Maintain scene command/personnel until emergency is over

8.39.11 Given a word picture depicting an officer's response to a gas leak, the student will identify if the officer's actions were appropriate using the following guidelines:

- A. Maintain a safe position of personnel/equipment and establish a location for preliminary command post
- B. Isolate the hazard and protect the scene
- C. Eliminate/restrict ignition sources
- D. Direct assisting units to the scene by the safest response route, if appropriate
- E. Initiate evacuations, if appropriate
- F. Limit ingress and egress to authorized persons
- G. Ensure notification of fire department

- H. Ensure notification of utility company
- I. Ensure notification of public works and transportation agency (e.g., Caltrans, county/city roads, etc.) if appropriate
- J. Maintain scene command/personnel until relieved or the emergency is over

8.39.12 Given a word picture depicting an officer's response to an aircraft crash, the student will identify if the officer's actions were appropriate using the following guidelines:

- A. Maintain a safe position of personnel and equipment in relation to the crash site
- B. Isolate the hazard and protect the scene
- C. Establish preliminary command post
- D. Direct assisting units to the scene by the safest response route, if appropriate
- E. Limit ingress and egress to authorized persons
- F. Ensure notification of emergency medical services (EMS)/fire department
- G. Request supporting resources for traffic/crowd control (e.g., barricades, barrier tape) if appropriate
- H. Ensure notification of hazmat response team, if appropriate
- I. Maintain appropriate scene command/personnel until relieved or the emergency is over

8.39.13 Given a word picture depicting an officer's response to a bomb threat incident, the student will identify if the officer's actions was appropriate using the following guidelines:

- A. Eliminate radio/cellular transmission
- B. Leave searching responsibilities to occupant/management/school official
- C. Assist occupant/management/school official with search, if requested to do so
- D. Leave the decision to evacuate with occupant/management/school official
- E. Assist occupant/management/school official with evacuation if requested to do so
- F. Ensure the incident is documented

8.39.14 Given a word picture depicting an officer's response to a possible explosive device incident, the student will identify if the officer's response was appropriate using the following guidelines:

- A. Assume command until relieved
- B. Eliminate radio/cellular transmission and use standard telephone lines
- C. Maintain a safe position of personnel and equipment in relation to the suspected device location
- D. Establish a preliminary command post
- E. Never handle the suspected explosive device
- F. Secure the scene
- G. Attempt to locate/identify witnesses and reporting party before they leave the scene
- H. Evacuate the immediate area
- I. Ensure notification of explosive ordinance disposal personnel
- J. Ensure the incident is documented

8.39.15 Given a word picture depicting an officer's response to an explosion incident, the student will identify if the officer's response was appropriate using the following guidelines:

- A. Assume command until relieved
- B. Maintain a safe position of personnel and equipment in relation to the explosion site
- C. Consider possibility of a second explosion occurring (secondary device)
- D. Establish a perimeter/treat scene as crime scene until determined otherwise
- E. Ensure notification of explosive ordinance disposal personnel
- F. Ensure notification of emergency medical services (EMS)/fire department
- G. Establish preliminary command post
- H. Direct assisting units to the scene by the safest response route, if appropriate
- I. Limit ingress and egress to authorized persons
- J. Request supporting resources for traffic/crowd control (e.g., barricades, barrier tapes), if appropriate
- K. Ensure notification of hazmat response team, if appropriate

8.40.1 ~~Given a word picture depicting a fire emergency, the student will identify the preferred method of extinguishing the fire (i.e., dry combustible, flammable liquid, electrical, and combustible metals) and the available fire fighting resource (e.g., water, dirt, fire extinguisher, etc.). The preferred method of extinguishing a fire is based on the following classifications:~~

- ~~A. Class A fires (dry combustible) should be extinguished with water or a combustion retarding chemical~~
- ~~B. Class B fires (flammable liquids and gases) should be extinguished using oxygen deprivation techniques such as CO<sub>2</sub> or foam~~
- ~~C. Class C fires (electrical) should be extinguished using nonconducting chemical agents~~
- ~~D. Combustible metals fires should be extinguished using a nonreactive heat absorbing material~~

Recommendation. Delete this objective and replace it with new objective 8.40.4 (see page 2-6). This is a technical change in item format intended to improve the clarity of the test items and their statistical characteristics.

8.40.2 ~~Given a direct question, the student will identify the following principles of a safe and effective search for victims in a burning building:~~

- ~~A. Staying close to floor~~
- ~~B. Thoroughness in searching~~
- ~~C. Remaining calm and working at measured pace~~

Recommendation. Delete this objective. Peace officers are not trained or equipped to enter burning buildings.

8.40.3 ~~Given a direct question, the student will identify the following signs which indicate that a burning building may be too unsafe to enter:~~

- ~~A. Placards, signs, or other evidence indicating the presence of toxic, combustible, or explosive materials~~
- ~~B. Puffing smoke, air drawn inward, little or no visible flame indicating a backdraft~~
- ~~C. Hot rolling smoke and flame coming from openings around building, indicating possible flashover~~

Recommendation. Delete this objective. Peace officers are not trained or equipped to enter burning buildings.

8.40.4

Given a word picture depicting an officer's response to a fire emergency, the student will identify if the officer's selection of an extinguishing device was appropriate given the following guidelines:

- A. Class A fires (common combustible) should be extinguished with water or a combustion retarding chemical
- B. Class B fires (flammable liquids and gases) should be extinguished using oxygen deprivation techniques or a combustion-retarding chemical
- C. Class C fires (electrical) should be extinguished using nonconducting combustion-retarding chemical
- D. Class A extinguishers can be used to extinguish common combustible fires
- E. Class B/C extinguishers can be used to extinguish flammable liquid and electrical fires
- F. Class A/B/C extinguishers can be used to extinguish common combustible, flammable liquid and electrical fires

#### **LEARNING ACTIVITY**

13.26.1 Given a series of written, oral, schematic, videotaped or other depictions of different types of disasters, the student must participate in a facilitated discussion of how the first officer on the scene should respond to minimize injuries, loss of life and property damage. The depictions must include the following types of actual or potential disasters:

- 1. Civilian aircraft crash
- 2. Military aircraft crash
- 3. Earthquake
- 4. Flood
- 5. Explosive devices
- 6. Fires

**ATTACHMENT 3:**

**LEARNING DOMAIN #31: CUSTODY**

11.1.1 ~~Given a direct question word picture depicting an officer delivering a person to a detention facility, the student will identify if the officer's actions were consistent with the following procedures for ensuring that should be followed to ensure that a the commitment to custody is legal:~~

- ~~AB.~~ Verify court documents contain authorized signature, case number, violation and bail or sentencing information
- ~~BC.~~ Confirm parole and probation commitments from parole and/or probation officer holds
- ~~A.E.~~ Complete arrest reports and/or initial booking sheets
- ~~D.~~ If a warrant arrest, confirm the warrant is active with the originating jurisdiction ~~Verify temporary custody orders for enroute prisoners~~

Recommendation: Modify this objective as shown so that it is consistent with the responsibilities of a "patrol officer" rather than an "intake officer."

11.2.1 ~~Given a direct question, the student will identify that:~~

- ~~A.~~ ~~A receipt must be provided whenever an officer seizes personal property, unless that property is evidence or contraband~~
- ~~B.~~ ~~Officers are prohibited by Business and Professions Code Section 6152 from soliciting business for an attorney~~
- ~~C.~~ ~~Officers convicted of soliciting business for an attorney may be imprisoned in the county jail, fined, and may lose their job (Business and Professions Code Section 6153)~~

Recommendation. Delete this objective and replace it with two new objectives (i.e., 11.2.2 and 11.2.3) which address the unrelated issues of "receipt of property from a prisoner" and "soliciting business for an attorney" separately (see below).

11.2.2. Given a word picture depicting an officer seizing personal property from an arrested person, the student will identify if the seizure was lawful. A receipt must be provided to an arrested person whenever an officer seizes personal property unless that property is evidence or contraband (Penal Code Section 4003).

11.2.3.     Given a word picture depicting an officer's interactions with an arrestee, the student will identify if the crime of unlawful solicitation of business for an attorney is complete, and if it is complete, will identify the crime classification. (Business and Professions Code Sections 6151 and 6152)

11.3.1     ~~Given a word picture depicting the possible inhumane or oppressive~~ an officer's treatment of a prisoner, the student will identify if the crime of inhumane or oppressive treatment of a prisoner is complete, and if it is complete, will identify it by its common crime name and the crime classification. (Penal Code Section 147)

Recommendation.   Modify this objective as shown to increase clarity and to conform with the format of similar word-picture objectives.

11.3.2     ~~Given a word picture depicting the possible assault an officer's treatment of a prisoner under color of authority, the student will identify if the crime of assault under color of authority is complete, and if it is complete, will identify it by its common crime name and the crime classification. (Penal Code Section 149)~~

Recommendation.   Modify this objective as shown to increase clarity and to conform with the format of similar word-picture objectives.

11.4.1     ~~Given a direct question, the student will identify that an arresting officer should notify the custodial officer whenever he/she knowingly books one of the following types of prisoners:~~

- ~~A. — Alcoholic~~
- ~~B. — Drug users~~
- ~~C. — Mentally ill or developmentally disabled~~
- ~~D. — Sex offender~~
- ~~E. — Escape risk~~
- ~~F. — Medically or physically impaired~~
- ~~G. — Civil contempt prisoner~~
- ~~H. — Sexual deviant~~
- ~~I. — Suicide risk~~
- ~~J. — Gang member~~

Recommendation.   Delete this objective. The question of what information to provide to an intake officer is context sensitive and difficult to assess with multiple-choice test items. Replace this objective with new learning activity 13.31.01, which calls for student participation in facilitated discussion of the

arresting officer's responsibilities during intake (see page 3-7).

- 11.4.2 ~~Given a word picture depicting a situation which requires an officer to enter a jail, prison, or other detention facility, the student will identify an acceptable method of securing his or her weapon in accordance with the legal prohibitions against bringing a weapon into a penal institution. (Penal Code Section 4574)~~

Recommendation. Delete this objective. The specific methods used to secure weapons and tear gas canisters before entering a detention facility vary by location. Replace this objective with new objective 11.4.7 which focuses on the crime of bringing weapons or tear gas into a detention facility (see page 3-4).

- 11.4.3 ~~Given a direct question, the student will identify the following steps a patrol officer must take to book a sick or injured prisoner into a detention facility:~~
- ~~A. Take the sick or injured prisoner to an agency-approved medical practitioner for evaluation~~
  - ~~B. Obtain a medical release form from the practitioner or facility that provided the medical evaluation~~
  - ~~C. Deliver the prisoner and release form to the booking facility~~
  - ~~D. Notify the detention facility staff that the prisoner is sick or injured~~

Recommendation. Delete this objective. This is procedural knowledge that is agency specific and difficult to assess with multiple-choice test items intended for statewide use. Replace this objective with new learning activity 13.31.1, which requires student participation in facilitated discussion of the arresting officer's responsibilities from the time of arrest to the transfer of responsibility to the local detention facility (see page 3-7).

- 11.4.5 ~~Given the definition of one of the following terms, the student will identify the term that matches the definition:~~
- ~~A. A strip search is a search which requires a person to remove or arrange some or all of his or her clothing so as to permit a visual inspection of the underclothing, breasts, buttocks, or genitalia of such person~~
  - ~~B. A visual body cavity search is a visual inspection of a body cavity~~



- ~~C. A physical body cavity search is a physical intrusion into a body cavity for the purpose of discovering any object concealed in the body cavity~~
- ~~D. Body cavity means the stomach, rectal cavity, or vagina~~

Recommendation. Delete this objective. It involves "enabling" instruction (i.e., definitions) that should not be included in a high-stakes test. Moreover, it applies to invasive searches that are performed -- under very strict controls -- by custodial officers, not patrol officers. Replace this objective with new objective 11.4.8, which applies to prearrestment detainees and minors, the types of prisoners who are most likely to be searched by a patrol officer (see below).

11.4.6 ~~Given a direct question, the student will identify the following conditions under which an officer may conduct a "strip search": (Penal Code Section 4030)~~

- ~~A. The person to be searched has been arrested for a crime involving drugs, weapons, or violence and the search is conducted in an area of privacy by a person of the same sex~~
- ~~B. There is reasonable suspicion to believe that the person to be searched is concealing a weapon or contraband, the search has been authorized in writing by the supervising officer, and the search is conducted in an area of privacy by a person of the same sex~~
- ~~C. The person to be searched has been given at least three hours to secure a release, has failed to do so, and is to be placed in the general jail population, provided that the search is conducted in an area of privacy by a person of the same sex~~

Recommendation. Delete this objective. It applies to invasive searches that are performed -- under very strict controls -- by custodial officers, not patrol officers. Replace this objective with new objective 11.4.8, which applies to prearrestment detainees and minors, the types of prisoners who are most likely to be searched by a patrol officer (see page 3-5).

11.4.7 Given a word picture depicting a patrol officer entering a detention facility, the student will identify if the crime of bringing firearms or tear gas into a detention facility is complete, and if it is complete, will identify the crime classification. (Penal Code Section 4574)

11.4.8

Given a word picture depicting a search of an arrestee by an officer, the student will identify if the search was in violation of Penal Code Section 4030. Penal Code Section 4030 applies only to prearrestment detainees arrested for infraction or misdemeanor offenses and minors detained prior to a detention hearing. The conditions under which such persons can be searched are as follows:

- A. Prior to placing an arrested person in a booking cell, Section 4030 permits the following searches:
  - 1. Patdown searches
  - 2. Metal detector searches
  - 3. Thorough clothing searches for concealed weapons and controlled substances
- B. Section 4030 prohibits strip searches of pre-arrestment detainees and minors detained prior to a detention hearing with the exception of those arrested or detained on charges involving weapons, controlled substances, or violence. The conditions which must be present before a strip search can be conducted (listed below) would generally preclude a patrol officer from conducting them:
  - 1. The person to be searched has been arrested for a crime involving drugs, weapons, or violence and the search is conducted in an area of privacy by a person of the same sex
  - 2. There is reasonable suspicion to believe that the person to be searched is concealing a weapon or contraband, the search has been authorized in writing by the supervising officer, and the search is conducted in an area of privacy by a person of the same sex
  - 3. The person to be searched has been given at least three hours to secure a release, has failed to do so, and is to be placed in the general jail population, provided that the search is conducted in an area of privacy by a person of the same sex
- C. More intrusive searches (i.e., visual body cavity and physical body cavity searches) may be performed but under much more restrictive conditions than a strip search

11.6.1

Given a direct question, the student will identify the following constitutional rights of prisoners in custody:

- A. Right to free speech
- B. Right to a quick and speedy trial
- C. Right to reasonable bail
- D. Statutory rights (Penal Code Section 2601)
- E. Freedom of religion (Penal Code Section 4027)

Recommendation. Delete this objective. Pre-trial detainees are presumed to be innocent and have the same rights as any other person. Replace this objective with new learning activity 13.31.1, which addresses the legal responsibilities of a peace officer in the care and custody of an arrested person from the time of arrest to the transfer of responsibility to a local detention facility (see page 3-7).

11.6.4 ~~Given a direct question, the student will identify the following rights to telephone calls provided to an arrested person: (Penal Code Section 851.5 and Welfare and Institutions Code 308(b))~~

~~A. An adult arrested person has a right to make at least three completed telephone calls no later than three hours after being arrested and local calls shall be free to the arrested person. The arrested person may be required to pay for calls outside the local calling area~~

~~B. A juvenile taken into custody has a right to make at least two completed phone calls within one hour, one to his or her parent or guardian and one to his or her attorney~~

Recommendation. Delete this objective. Replace it with new objective 11.6.6, which addresses the right of adult detainees to make telephone calls (see below), and new objective 11.6.7, which addresses the right of juvenile detainees to make telephone calls (see page 3-7).

11.6.5 ~~Given a direct question, the student will identify that eavesdropping or recording a conversation between a prisoner and his/her attorney, clergyman, or physician is punishable by a fine, imprisonment in the county jail or in the state prison, or by both fine and imprisonment. (Penal Code Section 636)~~

Recommendation. Delete this objective. Replace it with new word-picture objective 11.6.8, which requires students to apply Penal Code Section 636 to specific situations involving communications between a prisoner and other parties (see page 3-7).

11.6.6 Given a word picture depicting the circumstances of a person's arrest and detention, the student will identify if the crime of depriving an arrested person of the right to make phone calls is complete, and if it is complete, will identify the crime classification. (Penal Code Section 851.5)

11.6.7      Given a word picture depicting the circumstances under which an officer has taken a minor 10 years of age or older into custody and transported him or her to a place of confinement, the student will identify if the crime of depriving a confined minor of the right to make telephone calls is complete, and if it is complete, will identify the crime classification. (Welfare and Institutions Codes 308(b) and 627(b))

11.6.8      Given a word picture depicting an officer's treatment of the personal communications between a detainee and the detainee's attorney, religious advisor, or physician, the student will identify if the crime of eavesdropping on a prisoner is complete, and if it is complete, identify the crime classification. (Penal Code Section 636)

#### **LEARNING ACTIVITY**

13.31.01    The student will participate in a facilitated discussion which relates to the legal responsibilities of a peace officer in the care and custody of an arrested person from the time of arrest to the transfer of responsibility to a local detention facility. At a minimum the discussion should address:

1.    Legal basis for the custody
2.    Pertinent laws relating to the care and custody of the arrested person
3.    Officer's responsibilities during intake
4.    Actions of custodial personnel upon receipt of the arrested person

#### ATTACHMENT 4

### LEARNING DOMAIN #32: PHYSICAL LIFETIME FITNESS/OFFICER STRESS

#### KNOWLEDGE OBJECTIVES:<sup>1</sup>

2.5.3 ~~Given a direct question, the student will identify the following techniques for combating the cumulative effects of stress:~~

- ~~A. Exercise~~
- ~~B. Diet~~
- ~~C. Change activity~~
- ~~D. Recreation~~
- ~~E. Flight (escape)~~
- ~~F. Prioritize work hours~~
- ~~G. Religious activity~~
- ~~H. Professional counseling~~

Recommendation. Delete this objective. It is a required topic in the *training specifications*.<sup>2</sup> Add new learning activity 13.32.2 to reinforce instruction in this topic (see page 4-6).

12.1.1 ~~Given a direct question, the student will identify the following primary physical disablers of law enforcement officers:~~

- ~~A. Cardiovascular problems~~
- ~~B. Low back injury~~
- ~~C. Peptic ulcers~~

Recommendation. Delete this objective. It is a required topic in the *training specifications*. Add new learning activity 13.32.2 to reinforce instruction in this topic (see page 4-6).

12.1.2 ~~Given a direct question, the student will identify the following short-term effects of alcohol:~~

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<sup>1</sup>The knowledge objectives recommended for deletion require knowledge that is not needed to perform the duties of a patrol officer. Established legal principles do not permit the use of a high-stakes test where the knowledge, as here, is not directly related to job performance. In other words, while knowledge related to physical fitness and health is useful, it is not a prerequisite to doing the job, and therefore, it should not be the basis for disqualifying students who are pursuing a law enforcement career.

<sup>2</sup>References to required topics assume Commission approval of all changes to the *training specifications* as presented in a previous agenda item.

- ~~A. Intoxication~~
- ~~B. Impairment of physical exertion~~

Recommendation. Delete this objective. It is a required topic in the training specifications. Add new learning activity 13.32.2 to reinforce instruction in this topic (see page 4-6).

- 12.1.4 ~~Given a direct question, the student will identify the following long-term effects of alcohol:~~

- ~~A. Addiction~~
- ~~B. Chronic degenerative diseases, including cirrhosis of the liver, damage to the nervous system, and arteriosclerosis.~~

Recommendation. Delete this objective. It is a required topic in the training specifications. Add new learning activity 13.32.2 to reinforce instruction in this topic (see page 4-6).

- 12.1.5 ~~Given a direct question, the student will identify the following short-term physiological effects of tobacco use:~~

- ~~A. Constriction of arteries~~
- ~~B. Changes in blood chemistry~~

Recommendation. Delete this objective. It is a required topic in the training specifications. Add new learning activity 13.32.2 to reinforce instruction in this topic (see page 4-6).

- 12.1.6 ~~Given a direct question, the student will identify the following long-term physiological effects of tobacco use:~~

- ~~A. Addiction~~
- ~~B. Cardiovascular disease~~
- ~~C. Respiratory disease~~
- ~~D. Cancer~~

Recommendation. Delete this objective. It is a required topic in the training specifications. Add new learning activity 13.32.2 to reinforce instruction in this topic (see page 4-6).

12.1.7 ~~Given a direct question, the student will identify the following substances in addition to alcohol and tobacco which have the potential for abuse:~~

- ~~A. Caffeine~~
- ~~B. Prescription drugs~~
- ~~C. Non-prescription drugs~~
- ~~D. Illegal drugs~~

Recommendation. Delete this objective. It is a required topic in the training specifications. Add new learning activity 13.32.2 to reinforce instruction in this topic (see page 4-6).

12.2.1 ~~Given a direct question, the student will identify the following elements of a program for preventing cardiovascular disease:~~

- ~~A. Aerobic exercise~~
- ~~B. Weight control~~
- ~~C. Nutrition~~
- ~~D. Smoking cessation~~
- ~~E. Stress management~~

Recommendation. Delete this objective. It is a required topic in the training specifications. Add new learning activity 13.32.2 to reinforce instruction in this topic (see page 4-6).

12.2.3 ~~Given a direct question, the student will identify the following elements of a program directed to the prevention of stomach ulcers:~~

- ~~A. Stress management~~
- ~~B. Nutrition~~
- ~~C. Aerobic exercise~~

Recommendation. Delete this objective. It is a required topic in the training specifications. Add new learning activity 13.32.2 to reinforce instruction in this topic (see page 4-6).

12.3.1 ~~Given a direct question, the student will identify the general effect the following basic food constituents have on body composition:~~

- ~~A. Proteins~~
- ~~B. Carbohydrates~~
- ~~C. Fats~~

Recommendation. Delete this objective. It is a required topic in the training specifications. Add new learning activity 13.32.2 to reinforce instruction in this topic (see page 4-6).

12.3.2 ~~Given a direct question, the student will identify commonly eaten foods that are either high or low in:~~

- ~~A. Proteins~~
- ~~B. Carbohydrates~~
- ~~C. Fats~~

Recommendation. Delete this objective. It is a required topic in the *training specifications*. Add new learning activity 13.32.3 to reinforce instruction in this topic (see page 4-6).

12.3.3 ~~Given a direct question, the student will identify the following principles of proper body composition management:~~

- ~~A. Percent body fat~~
- ~~B. Nutrition~~
- ~~C. Physical activity~~

Recommendation. Delete this objective. It is a required topic in the *training specifications*. Add new learning activity 13.32.3 to reinforce instruction in this topic (see page 4-6).

12.4.2 ~~Given a direct question, the student will identify methods of self-evaluating personal fitness levels in the following areas:~~

- ~~A. Cardiovascular fitness~~
- ~~B. Flexibility~~
- ~~C. Muscular strength~~
- ~~D. Muscular endurance~~
- ~~E. Body composition~~

Recommendation. Delete this objective. It is a required topic in the *training specifications*. Add new learning activity 13.32.5 to reinforce instruction in this topic (see page 4-7).

12.5.1 ~~Given a direct question, the student will identify activities for each of the following elements of a personal physical fitness program that can be performed by an officer while off duty:~~

- ~~A. Cardiovascular~~
- ~~B. Muscular strength~~
- ~~C. Flexibility~~
- ~~D. Muscular endurance~~

Recommendation. Delete this objective. It is a required topic in the *training specifications*. Add new learning activity 13.32.4 to reinforce instruction in this topic (see page 4-6).



12.5.2 ~~Given a direct question, the student will identify the following basic principles of conditioning:~~

- ~~A. Progression~~
- ~~B. Specificity~~
- ~~C. Frequency~~
- ~~D. Overload~~
- ~~E. Duration~~

Recommendation. Delete this objective. It is a required topic in the training specifications. Add new learning activity 13.32.5 to reinforce instruction in this topic (see page 4-7).

12.5.3 ~~Given a direct question, the student will identify the following components of an exercise session:~~

- ~~A. Warm-up~~
- ~~B. Conditioning period~~
- ~~C. Cool-down~~

Recommendation. Delete this objective. It is a required topic in the training specifications. Add new learning activity 13.32.5 to reinforce instruction in this topic (see page 4-7).

#### EXERCISE OBJECTIVE

12.10.1 ~~The student will participate in the job-related program described in the POST Basic Academy Physical Conditioning Manual and will demonstrate acceptable physical readiness for patrol officer duties by successfully completing the POST-developed, work sample test battery (or a POST-approved equivalent) as described in the Basic Academy Physical Conditioning Manual. one of the following tests at the conclusion of the physical conditioning program:~~

- ~~A. The POST job-related work sample test battery~~
- ~~B. A POST-approved job-related test~~

Recommendation. Modify the objective as shown above to eliminate the reference to the physical conditioning program, which is a learning activity. Add new learning activity 13.32.1 for the conditioning program (see below).

#### LEARNING ACTIVITIES

13.32.1 The student will participate in a structured program of physical conditioning as described in the Basic Academy Physical Conditioning Manual.

13.32.2     The student will participate in a facilitated discussion, workbook assignment, computer-assisted training session or equivalent instructional activity regarding health problems common to law enforcement officers and related risk reduction management techniques. The activity must address the following topics:

1.     Common illnesses/injuries including cardiovascular disease, low back injury, gastrointestinal disorders, cancers and substance abuse
2.     The short-term and long-term effects of using/abusing alcohol and tobacco
3.     The essential elements of lifetime fitness including exercise, nutrition, stress management, drug avoidance, and body composition management

13.32.3     The student will participate in a facilitated discussion, workbook assignment, computer-assisted training session or equivalent instructional activity regarding proper nutrition. The activity must address the following topics:

1.     The relationship between the proportion of calories consumed from each food group and body composition
2.     The nutritional characteristics of different foods (e.g., grains, legumes, meat, fish, dairy products) and the use of food selection in body composition management
3.     The relationship between exercise and body composition management

13.32.4     The student will participate in a facilitated discussion, workbook assignment, computer-assisted training session or equivalent instructional activity regarding techniques used to evaluate physical fitness. The activity must address techniques for evaluating the following types of physical fitness components:

1.     Cardiovascular endurance
2.     Flexibility
3.     Muscular strength
4.     Muscular endurance
5.     Body composition

13.32.5

The student will participate in a facilitated discussion, workbook assignment, computer-assisted training session or equivalent instructional activity regarding the principles of physical conditioning. The activity must address the following principles and techniques for developing a personal physical fitness program:

1. The relationship between the different dimensions of physical fitness (i.e., cardiovascular endurance, flexibility, muscular strength, muscular endurance and body composition) and the physical conditioning activities that develop them
2. The basic principles of a physical conditioning program (e.g. progressive overload, specificity, frequency, intensity, and duration/time) and an exercise session (e.g. warmup/stretch, conditioning phase, cool-down/stretch)
3. Calculating the aerobic heart rate training zone
4. The elements of an effective cardiovascular training program
5. The characteristics of an effective strength training program
6. Evaluation and treatment of training injuries

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Contracts for Duplication of Multimedia Courseware		Meeting Date January 12, 1995
Bureau Learning Technology Resource Center	Reviewed By Ken Whitman	Researched By Ken Whitman
Executive Director Approval <i>William C. Behm</i>	Date of Approval 12-20-94	Date of Report December 10, 1994
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Request for approval to enter into contracts with vendors to provide duplication of laser discs and software diskettes for the Alcohol and Other Drugs training course at an amount not to exceed \$47,920.

BACKGROUND

The Commission is currently developing an interactive multimedia training course on Alcohol and Other Drugs. This courseware will be delivered to the Commission early in 1995 by the vendor, SWL Inc., of Vienna, VA. In this contract, the costs for duplication of the laser discs, software diskettes, workbooks, and the packaging are not included in the initial contract to develop the courseware. This training course will actually consist of four separate course modules, each having a workbook, software diskettes, and laser discs.

ANALYSIS

The request to enter into contracts with vendors to provide the requested services is necessary for final delivery of the courseware to the field. In each of the other interactive courses, POST asked the vendor to supply the services. In the Alcohol and Other Drugs development contract, POST actually solicited bids for these services separately in an attempt to hold overall contract costs down for the courseware. Using the State bid solicitation process, invitation for bids were requested for duplication of the laser discs, and duplication of the software diskettes. Printing of the student manuals will be done through the State Reproduction office.

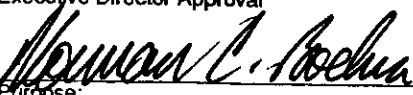
Three specific bids for replication of the laser discs were received. There are only three companies in the United States that provide these replication services. The cost bids ranged from \$31,400 to \$40,500 for the necessary services. These costs include 2100 laser discs, mastering and storage charges, and check disc services prior to duplicating the entire 2100 laser discs. The low bid was from 3M and is \$31,400. 3M has also gaurenteed these prices for the term of the contract.

Four specific bids were received for supplying the software diskettes and duplication services required for this courseware. The cost bids ranged from \$16,520 to \$22,400 for the necessary services. These costs are based on approximately 28,000 diskettes that may be used in the courseware. The low bid was from Bay Area Data Supply and is \$16,520. Bay Area Data Supply has also gaurenteed these prices for the term of the contract.

Based upon original estimates of approximately \$100,000 to complete the work for these services by including it in the original contract, the bidding process has lowered those costs to \$47,920. That is a substantial savings in costs for these two services.

#### RECOMMENDATION

If the Commission concurs, authorize the Executive Director to enter into service contracts with 1) 3M for laser disc replication at a cost not to exceed \$31,400, and 2) Bay Area Data Supply for diskette duplication at a cost not to exceed \$16,520.

COMMISSION AGENDA ITEM REPORT			
Agenda Item Title <b>Guidelines and Training Curricula for High Speed Vehicle Pursuits</b>		Meeting Date <b>January 12, 1995</b>	
Bureau <b>Management Counseling</b>	Reviewed By <b>Michael C. DiMiceli</b>	Researched By <b>Alan Deal</b>	
Executive Director Approval 	Date of Approval <b>12-21-94</b>	Date of Report <b>December 21, 1994</b>	
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input checked="" type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No	
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.			
<p><b><u>ISSUE</u></b></p> <p>Proposed guidelines and training curricula for high-speed vehicle pursuits that are required by Penal Code Section 13519.8.</p> <p><b><u>BACKGROUND</u></b></p> <p>Penal Code Section 13519.8 (SB 601, Marks), Attachment A, requires the Commission to prepare "...courses of instruction...for law enforcement officers...in the handling of high-speed vehicle pursuits and...uniform minimum guidelines for adoption by California law enforcement agencies for response to high-speed vehicle pursuits." The law became effective January 1, 1994. The Management Counseling Services Bureau is assigned responsibility for development of the guidelines; Training Program Services Bureau and the Basic Training Bureau have responsibility for development of the training curricula.</p> <p>The status of the work to develop the guidelines has been regularly reported to the Commission through staff reports to the Long Range Planning Committee. At the November 1994 meeting, the Commission received a status report on the project from the Long Range Planning Committee and directed staff to continue work to develop the guidelines and training curricula.</p> <p>The progress of the work to develop the guidelines and training curricula since November is summarized below.</p> <p><b><u>Pursuit Guidelines</u></b></p> <p>Eighty-five copies of the draft guidelines were sent for review to:</p> <ul style="list-style-type: none"> <li>a. California Highway Patrol and local law enforcement agencies (62 agencies, some of which received multiple copies for review by communications center managers and two agency legal counsels);</li> </ul>			

- b. private attorneys familiar with law enforcement management and pursuit issues (8);
- c. regional public safety communications manager (1); and
- d. public and law enforcement labor representatives (5).

The list of agencies and individuals is Attachment B.

The agencies and individuals were asked to review the guidelines for content and clarity, and to answer several questions:

- 1. Do the guidelines assist in the review or development of policy?
- 2. Has every significant issue been adequately addressed in the guidelines?
- 3. Should anything be added to the guidelines?
- 4. Has anything been misstated in the guidelines?
- 5. Do any of the issues in the guidelines raise concerns in reviewing or developing policy?

#### Training Curricula

Development of the curricula for the basic course and in-service training began with a workshop on November 14-15, comprised of driver training instructors from agencies and academies.

Potential revisions to the basic course learning domain that includes pursuit driving were identified during the workshop. These changes have been evaluated by the Basic Training Bureau and prepared for incorporation in the basic course curriculum.

Development of the training curricula specifications for "... officers who have received their basic training before January 1, 1995..." (as required by Section 13519.8, PC) has also been prepared.

#### ANALYSIS

##### Pursuit Guidelines

At the time of this report, 51 responses to the request for review of the guidelines were received. The responses from 38 law enforcement agencies included several that combined the comments from command staff, agency legal counsels and

communications managers. Other responses were received from six private attorneys, one regional communications center manager, and two public and law enforcement labor representatives. Responses are indicated in Attachment B with an asterisk (\*).

The guidelines document was conceived to include brief guideline statements that address the topics required by law. Following each guideline, under the headings of Considerations and Factors to be Considered material was included for the reference of planners and policy-makers. This reference material was also believed to be of benefit to trainers for curriculum development.

The responses generally were supportive of the draft guidelines and the supporting text. Most of the responses were provided as margin notes or comments written on the draft guidelines document. Most comments indicated the guidelines and supporting text were viewed as being comprehensive, helpful and useful, and supportive of flexibility in policy development.

A few responses are critical of the draft guidelines and corresponding text as either exceeding the scope of the legal mandate, establishing a state-wide pursuit policy, creating potential new liability for law enforcement agencies, and/or limiting the flexibility of agency administrators to create local policy.

An additional critical letter suggested the guidelines fall short of providing uniform, minimum guidelines that may be adopted as policy by local agencies.

The significant criticisms seem to be largely based upon an assumption that the reference material (Considerations and Factors) will be viewed by the courts as Guidelines in their entirety. Thus, the belief is expressed that agencies will have no choice but to view the Considerations and Factors, in their entirety, as mandatory elements of their pursuit policy.

The criticisms focus primarily on legal concerns and were reviewed by the Commission's legal counsel in the Attorney General's Office. POST's legal counsel has concluded that neither the guideline statements nor the text under the heading of Considerations impose any new or enhanced liability upon local agencies.

In recognition of expressed concerns, staff has reformatted the proposed guidelines document to separate the guidelines from the reference material. The Commission could, of course, choose to eliminate this material entirely in deference to concerns. Staff is reluctant to recommend deletion, however, in light of POST



legal counsel's advice and considering that most reviewers are supportive of the material and believe it will be helpful to others.

A number of technical changes were suggested in the responses. The suggested changes focused entirely on the reference material. The suggestions referred primarily to clarification of terms and language, perceived redundancies and changes to specific words or the discussion of issues at various places in the text.

The suggested changes have been evaluated and incorporated in the text, as appropriate. The proposed guidelines document is Attachment C.

#### Training Curricula

Penal Code 13519.8 requires the inclusion in the Basic Course of training on the variety of topics specified in the statute. The training is not required to be based upon the guidelines. Rather, both the guidelines and the training curricula are required to appropriately address specified topics. A meeting was held with trainers in November 1994 to review the statute and POST's draft guidelines material. Based in part upon input received at that meeting, revised specifications for Basic Course instruction has been prepared. The specified content would add to existing curriculum on this topic. Minimum hours for added content is not specified since the new content is included in a larger body of instruction. Proposed regulatory change language is included in Attachment D.

The law also requires supplemental training on PC 13519.8 topics for law enforcement officers who received basic training before January 1, 1995. The statute defines law enforcement officer as "any officer or employee of a local police or sheriff's department or the California Highway Patrol." No mention is made in statute of ranks of law enforcement officers. POST's legal counsel advises that it would be prudent to assume the supplemental training requirement applies to officers of all ranks. This view is somewhat supported by mandatory language that requires training to address "regular assessment of law enforcement's vehicle pursuit policies, practices, and training..." This requirement appears to be directed at management.

The law provides latitude for the Commission to develop a course or courses. Accordingly, a proposed two-hour supplemental course (reasonably paralleling the proposed new Basic Course curricula) has been prepared for presentation to entry-level officers and supervisors. A one-hour course is proposed for lieutenants and

above. This one-hour course would address the assessments described above, an overview of all PC 13519.8 requirements and discussion on the importance of balancing safety needs against the need to apprehend violators. Regulatory language describing these two supplemental courses is also included in Attachment D.

It should be noted that the law imposes no deadline for completion of supplemental training.

It should also be observed that imposition of the supplemental requirement only on those whose basic training was received prior to January 1, 1995, assumed that new curricula would be in place on and after January 1, 1995. Delay has occurred and the adoption of curriculum through required processes of the Administrative Procedures Act may delay formal adoption until after July 1995. Thus, recruits trained between January 1, 1995 and the date of actual implementation of new curricula will be subject to neither the basic nor the supplemental requirement.

The Basic Course Instructor Unit Guide on Vehicle Pursuits has been updated to reflect the proposed guidelines and new curriculum. The instructor guide is for optional use. It is included for information as Attachment E.

#### SUMMARY AND RECOMMENDATION

##### Summary

The Long Range Planning Committee, at its December 13, 1994 meeting, received a progress report on the development of the guidelines and training curricula, and considered several alternatives to finalize the guidelines. The alternatives were presented because the proposed pursuit guidelines do not enjoy unanimous support, and the law describes the intent of the Legislature that local agencies adopt the guidelines.

As the Committee report will indicate, the recommendation is to schedule a formal public hearing on the adoption of the training specifications and to accept public comment on the guidelines in an informal hearing at the Commission meeting scheduled for April 20, 1995.

The informal hearing would be intended to provide opportunity for input to the Commission from parties who may oppose or support the guidelines. Though not required, this action seems to be warranted because of the great importance the issue holds for law enforcement agencies and the public.

Recommendation

Schedule a public hearing for adoption of the mandated training specifications and an informal hearing to receive comment on the adoption of the pursuit guidelines for the April 1995 meeting.

Attachments

§ 13519.8. High speed vehicle pursuits; training courses and guidelines

(a) The commission shall implement, on or before November 1, 1994, a course or courses of instruction for the training of law enforcement officers in the handling of high-speed vehicle pursuits and shall also develop uniform, minimum guidelines for adoption by California law enforcement agencies for response to high-speed vehicle pursuits. The guidelines and course of instruction shall stress the importance of vehicle safety and protecting the public at all times, include a regular assessment of law enforcement's vehicle pursuit policies, practices, and training, and recognize the need to balance the known offense and the need for immediate capture against the risks to officers and other citizens of a high-speed pursuit.

As used in this section, "law enforcement officer" includes any officer or employee of a local police or sheriff's department or the California Highway Patrol.

(b) The course or courses of basic training for law enforcement officers and the guidelines shall include adequate consideration of each of the following subjects:

- (1) When to initiate a pursuit.
- (2) The number of involved law enforcement units permitted.
- (3) Responsibilities of primary and secondary law enforcement units.
- (4) Driving tactics.
- (5) Helicopter assistance.
- (6) Communications.
- (7) Capture of suspects.
- (8) Termination of a pursuit.
- (9) Supervisory responsibilities.
- (10) Blocking, ramming, boxing, and roadblock procedures.
- (11) Speed limits.
- (12) Interjurisdictional considerations.
- (13) Conditions of the vehicle, driver, roadway, weather, and traffic.
- (14) Hazards to uninvolved bystanders or motorists.
- (15) Reporting and postpursuit analysis.

(c) All law enforcement officers who have received their basic training before January 1, 1995, shall participate in supplementary training on high-speed vehicle pursuits, as prescribed and certified by the commission.

Local law enforcement agencies are encouraged to include, as part of their advanced officer training program, periodic updates and training on high-speed vehicle pursuit. The commission shall assist where possible.

(d) The course or courses of instruction, the learning and performance objectives, the standards for the training, and the guidelines shall be developed by the commission in consultation with appropriate groups and individuals having an interest and expertise in the field of high-speed vehicle pursuits. The groups and individuals shall include, but not be limited to, law enforcement agencies, police academy instructors, subject matter experts, and members of the public.

The commission, in consultation with these groups and individuals, shall review existing training programs to determine the ways in which high-speed pursuit training may be included as part of ongoing programs.

(e) It is the intent of the Legislature that all local law enforcement agencies adopt the minimum guidelines on high-speed vehicle pursuit developed by the commission. (Added by Stats.1993, c. 340 (S.B.601), § 1.)

## REVIEW AND COMMENT

### Law Enforcement Agencies

Alhambra Police Department  
Bakersfield Police Department\*  
Berkeley Police Department\*  
Burbank Police Department  
California Highway Patrol\*  
Carlsbad Police Department  
Chino Police Department  
Chula Vista Police Department\*  
Culver City Police Department  
Daly City Police Department\*  
El Cerrito Police Department  
El Dorado County Sheriff's Department\*  
El Segundo Police Department\*  
Eureka Police Department  
Fremont Police Department\*  
Fresno Police Department  
Garden Grove Police Department\*  
Gardena Police Department  
Hawthorne Police Department  
Hayward Police Department\*  
Huntington Beach Police Department\*  
Inyo County Sheriff's Department  
Irvine Police Department\*  
La Mesa Police Department\*  
Los Angeles County Sheriff's Department\*  
Los Angeles Police Department, Willie Williams, Chief of Police\*  
Los Angeles Police Department, Jerry Powell, Sergeant\*  
Los Angeles Police Department, Maurice Moore, Commander\*  
Los Gatos Police Department  
Mono County Sheriff's Department\*  
Monterey Police Department\*  
Oakland Police Department\*  
Orange County Sheriff's Department\*  
Oxnard Police Department\*  
Palo Alto Police Department  
Perris Police Department  
Placentia Police Department\*  
Redding Police Department\*  
Redondo Beach Police Department  
Richmond Police Department  
Riverside County Sheriff's Department\*  
Riverside Police Department\*  
Sacramento County Sheriff's Department  
Sacramento Police Department\*  
San Bernardino Co. Sheriff's Department\*  
San Diego County Sheriff's Department  
San Diego Police Department\*

San Francisco Police Department\*  
San Joaquin County Sheriff's Department  
San Jose Police Department  
San Luis Obispo Police Department\*  
San Luis Obispo County Sheriff's Department\*  
Santa Ana Police Department  
Santa Barbara Co. Sheriff's Department\*  
Santa Barbara Police Department\*  
Santa Clara County Sheriff's Department\*  
Santa Rosa Police Department  
Shasta County Sheriff's Department\*  
Siskiyou County Sheriff's Department  
Stanislaus County Sheriff's Department  
Stockton Police Department\*  
Torrance Police Department\*  
Ventura Police Department\*  
Walnut Creek Police Department\*

Attorneys

Mervin Feinstein, Consultant\*  
Mayer, Coble and Palmer

Rodell R. Fick, Esq.\*  
Rourke, Woodruff and Spradlin

Diana Field, Esq.\*  
Ferguson, Praet and Sherman

Girard Fisher, Sr. Partner, Esq.  
Pollak, Vida and Fisher

George Franscell  
Franscell, Strickland, Roberts and  
Lawrence

Martin Mayer, Senior Partner\*  
Mayer, Coble and Palmer

Bruce Praet, Partner, Esq.\*  
Ferguson, Praet and Sherman

Rae Puccinelli\*  
San Francisco Police Department

Jonathan Rothman, Esq.\*  
California Highway Patrol

Michele R. Vadon, Esq.\*  
Burke, Williams and Sorensen

Public and Other

Frank James\*  
Redwood Empire Municipal  
Insurance Fund

Skip Murphy, President\*  
Peace Officers Research Association

Andrea Skorepa  
Casa Familia

Barbara Tryon  
City of Los Altos Hills  
League of California Cities

Roxanne Brown\*  
Stanislaus County Emergency  
Dispatch

*\*Asterisk indicates response to POST*

**INFORMATION ONLY**

POST Commissioners

Devallis Rutledge  
Collene Campbell  
Jody Hall-Esser  
George W. Kennedy  
Daniel E. Lungren  
Raquel Montenegro, Ph.D.

(Other Commissioners as agency executives)

# INTRODUCTION

Law enforcement vehicle pursuits represent one of the most hazardous critical incidents in which an officer may engage. They might be compared to the use of firearms in having similar, potential consequences. In reality, vehicle pursuits occur more often and have a greater potential for injury and death than does the use of firearms.

Penal Code Section 13519.8 requires the Commission on Peace Officer Standards and Training to establish guidelines and training for law enforcement's response to vehicle pursuits. This publication contains those guidelines and the curriculum requirements for recruit and in-service officers. This document also includes reference material related to the guidelines. This material is designed to assist law enforcement executives and trainers in addressing the broad range of issues surrounding vehicle pursuits.

The service priorities, policies and procedures of each law enforcement agency should reflect the environment and community in which it functions. Accordingly, the guidelines are intended to promote discussion, analysis and review of the agency's pursuit policy. When preparing its pursuit policy, the decision to address any issue raised in the guidelines is fully within the discretion of the agency head. The guidelines are written to ensure broad discretion for administrators in developing a pursuit policy appropriate for the agency and the community it serves.

The document is organized as follows:

- Section I - Vehicle Pursuit Guidelines
- Section II - Commentary on issues related to the guidelines
- Section III - Training course curricula (to be added)
- Section IV - Definition of key terms

Questions or comments concerning the guidelines may be directed to the Management Counseling Services Bureau at (916) 227-4800. Questions or comments concerning the curricula may be directed to the Training Program Services Bureau at (916) 227-4885, or the Basic Training Bureau at (916) 227-4252.



**SECTION I**

**LAW ENFORCEMENT  
VEHICLE PURSUIT GUIDELINES**

# **LAW ENFORCEMENT VEHICLE PURSUIT GUIDELINES**

## **I. WHEN TO INITIATE A PURSUIT**

**Guideline:** The policy should define a "pursuit," articulate the reasons for which a pursuit is authorized and identify the issues that must be considered in reaching the decision to pursue.

## **II. NUMBER OF INVOLVED LAW ENFORCEMENT UNITS PERMITTED AND RESPONSIBILITY OF PRIMARY AND SECONDARY UNITS**

**Guideline:** The policy should establish the authorized number of law enforcement units and supervisors who may be involved in a pursuit. It should describe the responsibility of each authorized unit and role of each officer and supervisor.

## **III. COMMUNICATIONS**

**Guideline:** The policy should clearly describe the communications procedures associated with a pursuit.

## **IV. SUPERVISORY RESPONSIBILITIES**

**Guideline:** The policy should describe the role of the supervisor in managing and controlling a pursuit.

## **V. DRIVING TACTICS**

**Guideline:** The policy should describe authorized and prohibited driving tactics and the circumstances under which the tactics may be appropriate or become unauthorized.

## **VI. BLOCKING, RAMMING, BOXING AND ROADBLOCK PROCEDURES**

**Guideline:** The policy should describe the tactics that are authorized to terminate a pursuit. The policy should describe the circumstances and conditions in which each tactic is authorized to be used.

## **VII. SPEED LIMITS**

**Guideline:** The policy should identify the factors to consider in determining appropriate speeds during a pursuit.

## **VIII. AIR SUPPORT**

**Guideline:** Where an agency uses fixed-wing aircraft or helicopters during a pursuit, procedures should be developed to ensure coordination by the air unit and the ground law enforcement units.

## **IX. TERMINATION OF A PURSUIT**

**Guideline:** The policy should clearly describe the reason(s) for terminating/discontinuing a pursuit. The reason(s) should include the condition of the vehicle, driver, roadway, weather, traffic and potential hazards to bystanders and motorists. The policy should stress the importance of vehicle safety and protecting the public, and identify the issues that will enable officers to balance the known offense and the need for immediate capture against the risks of a pursuit to officers and citizens.

## **X. CAPTURE OF SUSPECT(S)**

**Guideline:** The policy should describe the critical issues associated with taking an offender(s) into custody immediately following a pursuit.

**XI. USE OF DEADLY FORCE (FIREARMS)**

**Guideline:** The policy should address use of deadly force (firearms).

**XII. INTERJURISDICTIONAL CONSIDERATIONS**

**Guideline:** The policy should describe procedures to ensure effective coordination, management and control of interjurisdictional pursuits.

**XIII. REPORTING AND POST-PURSUIT ANALYSIS**

**Guideline:** The policy should provide procedures for reporting pursuits and ensuring post-pursuit analysis, review and feedback.

**SECTION II**

**LAW ENFORCEMENT  
VEHICLE PURSUIT GUIDELINES**

**COMMENTARY**

# I. WHEN TO INITIATE A PURSUIT

## Considerations

Summarized below are issues that should be considered regarding when to initiate a pursuit.

### Vehicle Code Issues

Section 17004.7(c)(4) V.C. (Public Agency Immunity) specifies for immunity purposes that policy address guidelines for determining when the interests of public safety and effective law enforcement justify a vehicular pursuit, and when a vehicular pursuit should not be initiated.

Other Vehicle Code requirements relevant to vehicle pursuits provide important considerations when developing policy. Pertinent sections include:

- 165 V.C. - Authorized Emergency Vehicle;
- 17001 V.C. - Liability of a Public Agency;
- 17002 V.C. - Extent of Liability;
- 17004 V.C. - Authorized Emergency Vehicles;
- 17004.7 V.C. - Public Agency Immunity;
- 21052 V.C. - Public Officers and Employees;
- 21055 V.C. - Exemption of Authorized Emergency Vehicles;
- 21056 V.C. - Effect of Exemption;
- 2800.1 V.C. - Evading a Peace Officer;
- 2800.2 V.C. - Evading a Peace Officer: Reckless Driving;
- 2800.3 V.C. - Evading a Peace Officer Causing Injury or Death;
- 21806 V.C. - Authorized Emergency Vehicles; and
- 21807 V.C. - Effect of Exemption.

### Pursuit and Failure to Yield

"Failure to yield", "following" and "high-speed following" are terms frequently communicated by officers that blur the distinction between an agency-defined and authorized pursuit and a following activity that may be outside agency policy. During these activities, officers sometimes exceed the rules of the road without putting themselves "in pursuit" and using all of their emergency equipment, and are therefore not afforded the protection of Section 17004.7(c) V.C. The use of the above terms, the agency's definitions of them, and the propriety of the activity are appropriate issues to consider.

Consideration should be given to defining a pursuit and describing those circumstances when a "following" action becomes a "pursuit."

#### Reasons for Initiating a Pursuit

Approved reasons for initiating a pursuit span the range of decisions (e.g., from investigative stop, reasonable suspicion, or probable cause to known high-risk felony).

An officer's exercise of discretion in making the decision to initiate a pursuit should be guided by a number of factors. Some of these factors are contained in the shaded box at the right.

If an agency authorizes a pursuit only for certain categories of offenses (infraction, misdemeanor, felony), or for violation of specific statutes, the categories or statutes, along with the knowledge an officer may possess, should be articulated.

#### Initial Notification and Assignment of a Supervisor

Supervisory management and control of each pursuit is an important factor to be considered. Procedures to ensure that a supervisor is notified when a pursuit begins, responsibility for the notification, and the method of acknowledgement are important to the overall management of the pursuit. (See Guideline IV: Supervisory Responsibility.)

Factors to consider may include:

- Public safety;
- Officer safety;
- Vehicle Code requirements (see *Vehicle Code Issues*);
- Nature of the offense;
- Non-peace officer in officer's vehicle (e.g., victim, citizen, witness, prisoner);
- Other persons in or on pursued vehicle (e.g., passengers, co-offenders, hostages) (NOTE: The age of the offender or persons in or on the pursued vehicle should also be considered);
- Pedestrian and vehicular traffic patterns and volume;
- Location of the pursuit (e.g., school zone, playground, residential, downtown);
- Time of day;
- Speeds of the pursuit;
- Weather and visibility;
- Road conditions;
- Identity of offender (if known)/offender can be located at a later time;
- Capabilities of law enforcement vehicle(s) and officer(s) driving;
- Availability of additional resources;
- Whether supervisory approval is required;
- Officer's/supervisor's familiarity with the area of the pursuit; and
- Quality of radio communications (e.g., out of range, garbled, none).

### Non-emergency Vehicles

It is recognized that an officer may observe an offense or life-threatening situation while driving a vehicle with no agency markings or emergency equipment. Circumstances may suggest the officer exercise discretion to follow an offender while summoning assistance from an authorized emergency vehicle.

The circumstances and situations wherein an officer driving a non-emergency vehicle is authorized to follow an offender are important considerations. These include:

- Whether to authorize an officer driving a non-emergency vehicle to deviate from the rules of the road while following an offender;

*NOTE: This authorization should be carefully considered as the agency and officers would not enjoy immunity.*

- Circumstances that justify deviation from the rules of the road that may be necessary to follow an offender while in a non-emergency vehicle;
- Driving tactics that are authorized;
- Information to be broadcast by the officer(s) in the non-emergency vehicle, including:
  - nature of offense,
  - description of offender's vehicle,
  - identity of the offender, if known,
  - direction of travel,
  - request for assistance, and
  - description of non-emergency vehicle and statement that vehicle is without emergency equipment,
  - traffic conditions,
  - speed of following; and
- Manner in which the non-emergency vehicle should stop following an offender when a marked unit (equipped with emergency equipment) is in a position to intercept the suspected offender from the non-emergency vehicle.



## II. NUMBER OF INVOLVED LAW ENFORCEMENT UNITS PERMITTED AND RESPONSIBILITY OF PRIMARY AND SECONDARY UNITS

### Considerations

Summarized below are issues that should be considered regarding those units that may, by statute, participate in a pursuit.

#### Vehicle Code Issues

Section 17004 V.C. (Authorized Emergency Vehicle) and Section 17004.7(c)(1) and (2) V.C. (Public Agency Immunity) describe the requirements an agency must address to establish employee and agency immunity.

The requirements may be partially addressed by:

- Designating the primary pursuit vehicle;
- Determining the total number of vehicles to be permitted to participate at one time in a pursuit; and
- Coordinating operations with other jurisdictions (Refer to Guideline XII: *Interjurisdictional Considerations*).

This section (17004.7[c][1] V.C.) also requires that the policy provide, if available, supervisory control of the pursuit.

Factors to consider may include:

- Type of units authorized to participate in a pursuit;
- Types of units confined to limited roles;
- Types of units prohibited from participating;
- Tactics and techniques authorized for units approved to "trail" or parallel a pursuit (e.g., traffic control in advance of the pursuit); and
- Role of each officer/supervisor regarding:
  - initiating a pursuit;
  - joining a pursuit in progress;
  - evaluating appropriateness of pursuit under existing circumstances;
  - communicating with other officer(s), dispatch and supervisor(s);
  - terminating/discontinuing pursuit; and
  - apprehending suspect upon termination of pursuit.

## Role of Essential Units

Defining the role of the primary unit, secondary unit, supervisor unit and any additional units is an essential component of the policy. The description of the functions and responsibilities associated with each of the units in a pursuit may include:

### Primary Pursuit Unit

- Usually the unit initiating the pursuit;
- May be a single- or multiple-officer unit;
- Usually responsible for simultaneously notifying dispatch, supervisor and field units of the pursuit by broadcasting:
  - unit designation or identification,
  - location, direction of travel and speed,
  - initial reason(s) for the pursuit, including the law known or suspected to have been violated,
  - vehicle description, including license number, if known,
  - number of occupants in offender's vehicle,
  - traffic conditions, and
  - weather (if a factor);
- Remains alert to the pursued offender's driving and provides updated information concerning the conduct of the pursuit;
- May exercise responsibility for determining the number of units needed to support the pursuit (while occurring and at termination);
- May be authorized uninterrupted access to radio frequency to broadcast critical information and requests;

*NOTE: Supervisors and others may broadcast matters directly related to the pursuit, or other emergency information.*

- May maintain immediate field command and have operational responsibility for the pursuit unless relieved by a supervisor or is otherwise unable to continue (e.g., mechanical or equipment failure);
- May request air support;
- May discontinue the pursuit; and
- Second officer (if present) in the primary unit, may:
  - assume responsibility for broadcasting,
  - provide information related to safety considerations to the driver officer,

- observe the conduct of the individuals in or on offender's vehicle, and
- assist the driver officer in maintaining awareness of the surroundings and in decision-making concerning the pursuit (e.g., perception, factors to be considered, policy issues).

*NOTE: The authority of the primary unit usually pertains to the immediate field operation and should be subordinate to the command and control responsibility of a supervisor or other agency manager.*

#### Secondary Pursuit Unit

- Usually refers to a unit (same agency or an outside agency) providing support to the primary unit during and immediately following a pursuit;
- May assume broadcasting responsibilities from the primary unit;
- Should simultaneously notify dispatch, primary unit and supervisor when it is immediately behind the primary unit;
- Should attempt to maintain an appropriate distance close enough to the primary unit so as to mitigate collision hazards (i.e., enhance public awareness of secondary unit); and
- May assume responsibility as the primary unit upon direction of a supervisor or if the primary unit is unable to continue.

#### Additional Pursuit Unit(s)

- May be specifically identified as an authorized, additional pursuit unit by an agency;
- May be required to notify the dispatch center when joining the pursuit;
- May routinely include authorized, interjurisdictional support units;
- May describe any exception (to the authorized number of units) for unusual situations (e.g., nature of the crime, armed offender(s), multiple offenders, multiple vehicles being pursued); and
- May require supervisory approval for exemption to the number of usually authorized units/officers in a pursuit.

### Supervisory Unit

- May be specifically identified as an authorized unit by an agency for the purpose of exercising management and control of the pursuit.

*(See Guideline IV: Supervisory Responsibilities.)*

### Other Law Enforcement Vehicle Considerations

Circumstances arise where officers in specialized law enforcement vehicles encounter offenders that flee from the scene of an incident. Consideration should be given to providing a clear description of the types of units that may perform a limited role in a pursuit (e.g., motorcycles, unmarked units with emergency equipment), and those that may be prohibited from participating (e.g., unmarked units without emergency equipment, utility units, bicycles).

### Peripheral Pursuit Vehicles

The dynamics of pursuits demonstrate that law enforcement units not directly involved in a pursuit occasionally engage in certain activity, both authorized and unauthorized. Understanding the need to effectively manage units peripheral to the pursuit reduces the potential hazards when such units are not controlled.

*NOTE: The policy-maker may address these issues and concerns in the policy and reinforce them through training and monitoring.*

Issues for consideration include describing the units authorized to "trail" or parallel a pursuit, and the tactics and techniques they may use (e.g., secure intersections). Tactics for paralleling a pursuit may include:

- Obeying all traffic laws;
- Remaining alert to the progress of the pursuit;
- Remaining uninvolved unless specifically requested to join the pursuit by an authorized individual; and
- Responding to the termination scene and assisting in the capture of the offender only upon request by an authorized individual.

### III. COMMUNICATIONS

#### Considerations

Summarized below are issues that should be considered regarding communications associated with a pursuit.

#### Vehicle (Primary) Initiating the Pursuit

Communications are a critical element in the management and control of pursuits. Communications issues related to the primary vehicle include:

- Notification of the communications center of the initiation of a pursuit;
- Immediate broadcast, upon initiating the pursuit, to include:
  - primary unit identification,
  - location, direction of travel and speed,
  - initial reason(s) for the pursuit, including the law known or suspected to have been violated,
  - pursued vehicle description, including license number, if known,
  - number of vehicle occupants (including identity or description, if known), and
  - pursuit conditions (weather, traffic);
- Request for a check of vehicle (and offender, if known) status (e.g., wants/warrants/Stolen Vehicle System (SVS)/Department of Motor Vehicles);
- Update information as the pursuit continues and as conditions change;
- Report of hazards encountered throughout the pursuit (e.g., road condition, congested traffic, weather, shots fired, traffic collisions);

Factors to consider may include:

- Management and control function;
- Role of unit initiating pursuit;
- Role of secondary unit(s);
- Role of the supervisor(s);
- Role of air support unit(s);
- Role of the dispatch center;
- Interjurisdictional issues; and
- Coordination of resources.

- Notify supervisor of observation(s) of deviations from policy (e.g., unsafe passing, too many units, cutting off authorized pursuing units);
- Reports concerning objects or persons leaving the offender's vehicle (e.g., item, location) and direction to another unit(s) to locate the object or person;
- Request for other resources (e.g., additional officers, air support, supervisor);
- Request for another involved unit to assume communications responsibilities;
- Reporting the relinquishment of a pursuit to another unit (same or allied agency);
- Reporting the pursued vehicle lost; and
- Reporting the termination or discontinuance of the pursuit.

#### Supporting (Secondary) Unit

Communications issues related to the secondary unit include:

- Notification of the communications center that the secondary unit has joined the pursuit;
- Assume pursuit communications responsibilities (as dictated by conditions or as requested by the primary unit or supervisor);
- Notification that the secondary unit will (has) become the primary unit;
- Notify supervisor of observation(s) of deviations from policy (e.g., unsafe passing, too many units, cutting off authorized pursuing units);
- Assumption of command and control responsibilities at the termination of a pursuit, where additional resources are required; and
- Reporting the apprehension or escape of the offender.

#### Communications Center

Issues related to the Communications Center include:

- Acknowledging the pursuit and clearing or assigning a frequency for pursuit communications;

- Notification of appropriate personnel of the pursuit (i.e., supervisor, watch commander, air unit, secondary unit, allied agencies);
- Check for offender and vehicle status from information provided by the primary unit;
- Periodic request for and broadcast of updated pursuit status information;
- Recording information concerning the pursuit (audio, data entry and/or handwritten);
- Response to requests or directions of the pursuing units and the supervisor;
- Coordinating the assignment of additional resources to the pursuit;
- Notification of adjoining jurisdiction(s) of the pursuit, as appropriate, and coordination of allied agency assistance;
- Coordinating communication among pursuing units, supporting resources and other communications centers (within the agency and interjurisdictional); and
- Reporting the termination/discontinuance of a pursuit.

#### Supervisor/Watch Commander

The pursuit communications issues related to a supervisor include:

- Acknowledging responsibility for monitoring and controlling the progress of the pursuit;
- Reporting direct involvement in the pursuit;
- Obtaining frequent information about the conditions and status of the pursuit to support decisions concerning the management and control of the pursuit;
- Requesting additional resources (e.g., air unit, other units, allied agencies) to support the pursuit;
- Approving and coordinating specific tactics;
- Directing pursuing vehicles to terminate/discontinue the pursuit;
- Directing unauthorized units out of the pursuit;

- Directing relinquishment of the pursuit to another jurisdiction. (Refer to Guideline: *Interjurisdictional Considerations* regarding verification and willingness of allied agency to assume pursuit.)

#### Air Support Unit

The pursuit communications issues related to air support include:

- Broadcasting participation in the pursuit;
- Notifying units of hazards and other conditions the pursuit may encounter;
- Assuming broadcast responsibility from the primary or secondary unit;
- Responding to requests for information by the primary unit, supervisor and dispatch center;
- Notify supervisor of observation(s) of deviations from policy (e.g., unsafe passing, too many units, cutting off authorized pursuing units);
- Relaying communications between units and entities involved (within the agency and interjurisdictionally).

*NOTE: It may be appropriate for an agency to consider terminating or discontinuing a pursuit when communications capabilities are lost, delayed or substantially degraded.*



## IV. SUPERVISORY RESPONSIBILITIES

### Considerations

Summarized below are issues that should be considered regarding the supervisor's role in the management and control of a pursuit.

### Vehicle Code Issues

Section 17004.7(c)(1) V.C. (Public Agency Immunity) describes issues to be considered when developing the component of the policy that addresses supervisory control of the pursuit. The statute acknowledges that a supervisor may not always be available.

Where an agency does not have a supervisor or acting supervisor immediately available, other options might be considered. One option might be to notify an on-call supervisor to monitor or respond as determined by the agency.

### Initial Involvement

The need for the supervisor to become an active participant in a pursuit is an urgent factor in assuring immediate exercise of management control.

Describing the manner and methods in which responsibility is assigned to the supervisor is an appropriate area to address.

**As with any critical law enforcement incident, it is not necessary for the supervisor to be at the scene to begin exercising management and control of a pursuit.**

Initial responsibilities should include:

- Assumption of management and control;
- Communication of assumption of management and control; and
- Assessment of initial pursuit information broadcast by pursuing officer(s).

*NOTE: Active participation may refer to monitoring the pursuit from another location or participating in the pursuit as an additional authorized unit.*

The supervisor must be provided basic, initial information concerning the pursuit either by the primary pursuing officer(s) or the dispatch center. Information from which the supervisor

may begin preliminary assessment of the pursuit includes those elements contained in the box at the right. Where this initial information is not immediately provided by the primary unit/officer(s), an agency may consider authorizing the supervisor to discontinue the pursuit.

#### Process for Assessing the Pursuit and Exercising Management and Control

The role of the supervisor during a pursuit involves the continual assessment of the critical issues that support authorization to continue the pursuit, or the decision to discontinue or terminate the pursuit (see shaded box on the following page). Consistent with these responsibilities, the supervisor must consider the importance of maintaining control of the law enforcement officer(s) during a pursuit, protecting the public at all times, and balancing the known offense and the need for the immediate capture of the offender against the risk to the public and the officers.

This may include establishing the accountability of the supervisor in:

- Limiting additional vehicles in the pursuit;
- Allowing a pursuit to continue;
- Terminating/discontinuing a pursuit;
- Authorizing during-pursuit and post-pursuit tactics; and
- Completing the post-pursuit assessment and evaluation.

#### Approval of Exceptional Tactics

A pursuit takes on a unique personality that gives the supervisor many factors to consider in the decision to allow it to continue or direct it to be discontinued. Important factors for consideration include when the collective nature (i.e., duration, offender's driving behavior and the critical need to apprehend the offender) of a pursuit reaches the point beyond which its continuation no longer reasonably appears to outweigh the risk of death or serious injury.

Options available to the supervisor in examining and considering the decision to continue or terminate a pursuit include:

Initial information to be broadcast by the primary unit/officer(s) and assessed by supervisor should include:

- Unit designation or identification;
- Location, direction of travel and speed;
- Nature of the offense;
- Vehicle description, including license number, if known;
- Number of occupants;
- Traffic conditions; and
- Weather conditions (if a factor).

- Continue to follow;
- Back off (drop back from the offender's vehicle);
- Relinquish the "following" of the offender to the air unit;
- Use offensive tactics (including options of deadly force); and
- Discontinue the pursuit.

#### Tactics and Procedures for Ending a Pursuit

There are several ways in which a pursuit can be discontinued or terminated after a supervisor makes the decision to do so. Authorized tactics and procedures to safely bring a pursuit to an end may include:

- Discontinue officer participation in pursuit;
- Use no intervention tactics (i.e., agency views pursuit as primarily a following action);
- Discontinue pursuit when aircraft will follow offender to the point where vehicle is abandoned (officers may then be directed to this point to capture offender);
- Use spike strip (or other similar technology);
- Use other assertive tactics; and
- Use firearm.

It is appropriate to describe requirements for the approval and use of any of these methods or tactics. The last

two options have significant legal and training implications for an agency. (See Guideline V: *Driving Tactics*; Guideline VI: *Blocking, Ramming, Boxing and Roadblock Procedures*; and Guideline XI: *Use of Firearms*.)

Factors to be considered throughout a pursuit may include:

- Nature of the offense;
- Public/officer safety;
- Safety of other persons in or on the vehicle being pursued (e.g., passengers, victim, co-offenders, hostages);
- Other non-peace officer(s) in officer's vehicle;
- Pedestrian and vehicular traffic patterns and volume;
- Location of the pursuit;
- Speeds of the pursuit;
- Weather and visibility;
- Road conditions;
- Time of day;
- Duration/distance of the pursuit;
- Driving performance of the offender;
- Limitations of law enforcement vehicle(s) and driver officer(s);
- Identity of offender (if known)/offender can be located at a later time;
- Officer/supervisor familiarity with the area of the pursuit;
- Quality of radio communications;
- Adherence to agency policy;
- Availability of additional resources; and
- Whether to discontinue/terminate a pursuit.

It may also be appropriate to describe authorization requirements to use any of the above intervention tactics (except officer[s] discontinuing the pursuit or allowing an aircraft to follow the offender). A requirement that a supervisor authorize assertive tactics is strongly encouraged; however, this requirement may not be practical in all situations.

#### Termination/Discontinuance of a Pursuit

When a supervisor directs termination/discontinuance of a pursuit or the pursuit discontinues, there are specific steps or procedures that occur. Clearly describing the procedures to be followed when a supervisor directs termination/discontinuance of a pursuit, or the pursuit discontinues, is an appropriate subject to be addressed. These may include:

- Communication and acknowledgement of the termination/discontinuance order;
- Response by the supervisor to the location where the pursuit was terminated, oversight of post-pursuit discipline, and (when required) assumption of management control of the scene;
- Duties and responsibilities of the supervisor at the termination of a pursuit (refer to "Factors to be considered at the end of a pursuit" on the following page);
- Requirement that one supervisor retain all oversight responsibilities until the offender is booked or released, and all reports related to the incident are completed and reviewed by the same supervisor; and
- The supervisor giving specific direction to all persons responsible for completing any report related to a pursuit.

Procedures to be followed when a supervisor directs terminating or discontinuing a pursuit should include:

- Broadcast(s) by the supervisor directing termination;
- Acknowledgement by primary, secondary and other authorized units; and
- Verification broadcast of the termination order by the dispatch center on frequencies and channels used by the agency and other agencies that share or monitor frequencies or were advised of the pursuit.

Problems can occur when multiple officers and supervisors are involved in post-pursuit direction, decision-making and reporting.

During agency review of an officer-involved traffic collision or the pursuit incident, or when the agency becomes the subject of litigation, differences, inaccuracies and discrepancies may be discovered in a number of the reports completed following a pursuit. These discrepancies are usually not the product of an attempt to distort or misrepresent facts. They often simply mirror work completed by different people and reviewed by different supervisors.

Trying to correct or rectify these discrepancies at a later date can prove difficult due to the passage of time. Trying to correct inaccuracies later may raise doubt in the reviewer's mind as to the credibility of the information provided by the agency. It may create significant problems in civil and criminal court proceedings. The costs associated with this issue may be substantial to the jurisdiction, the agency and to individual employees.

These costs may be significantly reduced through effective expenditure of supervisory time immediately following the pursuit. Through appropriate supervisory oversight of the entire process following a pursuit, attention to detail will yield positive later results for the agency and its employees.

#### Post-Pursuit Assessment, Evaluation and Reporting

An agency may want to examine the benefit of collecting specific information following each pursuit. The collection and examination of information may address such issues as:

- Adherence to policy;
- Identification of training needs;

Factors to be considered at the end of a pursuit may include:

- Safety of the public;
- Safety of officers;
- Safety of persons in or on the offender'(s) vehicle;
- Safety of hostage(s);
- Safety of offender(s);
- Command and control tactics employed to apprehend offender(s);
- Use of force;
- Injuries to any person (i.e., from traffic accident or taking the offender(s) into custody);
- Prompt medical attention to injured persons;
- Expeditious removal from the scene of offender(s) and other involved persons;
- Clear area of uninvolved or unnecessary law enforcement officers;
- Report and investigate traffic collisions related to the pursuit; and
- Notifications of command and management personnel.

- Identification of needed policy or procedure changes; and
- Documentation of pursuit incidents which may enhance the agency's ability to manage liability.

In addition to the reports listed at right, sources of information that may address these issues include:

- Supervisor's administrative report regarding the pursuit (*See Guideline XIII: Reporting and Post-Pursuit Analysis*);
- Other supervisor's daily report(s) containing reference to the pursuit;
- Any outside-agency report(s) from agencies involved in an interjurisdictional pursuit;
- Audio communications recording of all frequencies used during the pursuit (including outside agencies); and
- Audio-visual recording from any video camera mounted in police vehicle(s).

#### Interjurisdictional Pursuits

Interjurisdictional pursuits create a major challenge to supervisors in the exercise of management and control. (*See Guideline: XII. Inter-jurisdictional Considerations.*)

Reports that should receive personal review and approval by the supervisor include:

- Booking authorization and/or release form for the offender and any other person related to the incident;
- Crime, arrest or release-from-custody report;
- Supervisor's daily report describing facts related to the pursuit (before, during and following);
- California Highway Patrol, Pursuit Report (CHP 187);
- Dispatch center daily report related to the pursuit;
- Administrative notification form informing management of the pursuit;
- Media releases related to the pursuit;
- Traffic collision reports;
- Officer-involved traffic collision administrative report;
- Use of force report;
- Injury or any medical examination report; and
- Daily activity report of officers involved in the pursuit and/or tactical operation to capture the offender.

## V. DRIVING TACTICS

### Considerations

Summarized below are issues that should be considered regarding driving tactics appropriate during a pursuit.

#### Vehicle Code Issues

Sections 21055 V.C. (Exemption of Authorized Emergency Vehicles), 21056 V.C. (Effect of Exemption), 21806 V.C. (Authorized Emergency Vehicle) and 21807 V.C. (Effect of Exemption) identify issues to be considered when addressing driving tactics.

These sections:

- Describe the exemptions conferred upon authorized emergency vehicles engaged in specific activity;
- Provide for exemption to the rules of the road under certain circumstances; and
- Place limits on the various exemptions.

#### Authorized Pursuit Driving Tactics

To apply proper driving tactics during a pursuit, officers and supervisors need to be equally aware of both authorized and prohibited pursuit driving tactics. The decision to use or not use specific authorized driving tactics requires the same

Factors to consider may include:

- Public and officer safety;
- Vehicle Code Requirements (21055, 21056, 21806 and 21807);
- Need for immediate capture weighed against risks to public/officers/suspects;
- Vehicle capabilities and limits;
- Environmental factors;
- Time of day;
- Nature of the offense;
- Duration of the pursuit;
- Officer's experience and training;
- Offender's identity determined/can be apprehended at a later time;
- Loss of communications capability;
- Distance between officer(s) and offender vehicle;
- Loss of visibility with offender's vehicle;
- Loss of emergency equipment (light and/or siren);
- Driving against traffic;
- Availability of additional resources;
- Supervisory approval; and
- Training.



assessment process discussed in the guidelines concerning pursuit initiation and termination. Other factors are described in the shaded box on the previous page.

#### Environmental and Other Factors

The decisions to pursue, to discontinue a pursuit, or to apply various driving tactics in a pursuit, require continuous assessment of environmental and other related factors. These factors include agency-specific considerations in the areas of:

- Congestion (pedestrian and vehicular);
- Location (e.g., business, residential, rural, school zone);
- Familiarity with the area;
- Visibility;
- Weather conditions;
- Time of day;
- Type/condition of vehicle (officer's and offender's);
- Type/condition of roadway; and
- Known traffic hazards (e.g., nearby construction).

#### Prohibited Driving Tactics

Certain tactics, some previously authorized in pursuit policies, have in practice become unacceptable standards of action that create risk beyond the value derived in their application. Actions generally prohibited due to the risks to the public, officers and offenders include:

- Passing other law enforcement vehicle(s) engaged in pursuit;
- Caravanning (i.e., unauthorized trailing of a pursuit beyond the authorized number of law enforcement vehicles actively and appropriately engaged in pursuit);
- Driving against traffic on the opposite side of a divided freeway or highway;
- Using the spotlight(s) of a law enforcement vehicle to cause visual impairment (temporary blindness) of the offender;
- Failing to discontinue involvement in a pursuit after being relieved by a supervisor or other unit(s) directed to take over (own jurisdiction or interjurisdictional officers); and
- Slowing uninvolved traffic ahead of the direction of travel of the offender and pursuing officers.

*Refer also to Guideline I: Initiation of a Pursuit; Guideline VI: Blocking, Ramming, Boxing and Roadblock Procedures; and Guideline IX: Termination of a Pursuit.*



## VI. BLOCKING, RAMMING, BOXING AND ROADBLOCK PROCEDURES

### Considerations

Summarized below are issues that should be considered regarding tactics to terminate a pursuit (e.g., blocking, ramming, boxing, roadblock).

#### Risk to Public Safety

A variety of tactics have been employed to terminate a pursuit. The tactics generally require slowing or disabling the offender's vehicle to permit the offender to be apprehended.

In general, each authorized tactic, conditions for use and the mechanics of employing a tactic are described in the policy.

Policy considerations concerning the approval of specific tactics to terminate a pursuit include:

- The balance of the potential hazards arising from the use of each tactic and the possible dangers to the public, officers and persons in or on the pursued vehicle. This includes consideration of whether the need to immediately apprehend the offender outweighs the potential hazards of the pursuit to public and officer safety;
- Statute and case law concerning the potential for some tactics to be considered by the courts to be a seizure or use of deadly force;

#### Authorization to Employ a Tactic

Conditions for authorizing the use of a tactic include consideration of:

- Providing a clear and specific description of the requirements for, and limitations on, the use of each authorized tactic;

Factors to consider may include:

- Need for immediate capture weighed against risks to public/officers/suspects;
- Equivalent to use of deadly force;
- Seizure;
- Training;
- Definition of tactics;
- Description of mechanics of process;
- Minimum/maximum speeds for effectiveness; and
- Possible air bag deployment.

- The level of authorization (e.g., supervisory, other) that will be required to use these tactics, and the factors to be considered in determining whether to authorize the use of these tactics; and
- Whether only officers and supervisors trained in the approved tactics should employ or authorize their use.

## VII. SPEED LIMITS

### Considerations

Summarized below are issues that should be considered regarding speed limits during a pursuit.

#### Speed of Pursuing Vehicles

Speed is a critical element in both the conduct of pursuits and the concerns for safety that arise from pursuits. The increased dangers of driving at speeds above the *basic speed law* (Section 22350, V.C.) during a pursuit are well recognized by law enforcement. Although Vehicle Code Section 21055 provides an exemption from speed laws for pursuit vehicles, speed remains an important factor in a pursuit. Other factors for consideration in this issue include general roadway types (e.g., freeway, rural road, urban street), traffic volume and pursuit environment (e.g., commercial district, residential area, time of day) and whether to describe a speed, or range of speed, that is inappropriate for officers to exceed during a pursuit.

*Reasonableness* is recognized as a general standard for guiding officers' discretion concerning the speeds of a pursuit. An important consideration is how to provide clear and specific guidance to officers, supervisors and managers to support decisions regarding speeds appropriate during a pursuit.

The factors to be considered by the officers and supervisor to determine "reasonable" speeds, in view of the specific circumstances and environment of each pursuit, include:

- Public safety;
- Officer safety;
- Need for immediate capture vs. risks to public, officers and offenders of the pursuit;
- Nature of the offense;
- Duration of the pursuit;
- Pedestrian and vehicular traffic patterns and volume;
- Location (e.g., business district, residential area, rural area, park, school);
- Officer's and supervisor's familiarity with the area of the pursuit;
- Weather conditions and visibility;
- Time of day;
- Type of vehicles (officer and offender);
- Capabilities and limitations of law enforcement vehicle(s);

- Road type and condition;
- Availability of air support;
- Officer's experience and training;
- Distance between officer's and offender's vehicles; and
- Knowledge of offender's identity.

## VIII. AIR SUPPORT

### Considerations

Summarized below are issues to be considered regarding air support during a pursuit.

Aircraft can provide valuable assistance to the units and supervisor involved in a pursuit. This assistance includes coordinating the activities of resources on the ground, reporting information concerning the progress and conduct of the pursuit, and providing officers and supervisors with information to evaluate whether or not to continue the pursuit.

An aircraft is not defined as an authorized emergency vehicle in the California Vehicle Code. If an aircraft is designated as the "primary" pursuit vehicle, the immunity afforded under Sections 17004 and 17004.7 V.C. would not apply. For this reason, agency policy may describe other appropriate functions of an air unit in a pursuit.

#### Assistance to Pursuing Units

Functions aircraft can perform to assist the pursuing units on the ground include:

- Further identification of the pursued vehicle and occupants;
- Reporting the location and direction of travel of the pursued vehicle (this may include assuming responsibility for broadcasting from the primary unit);

Air units may be used to:

- Maintain visual contact with the pursued vehicle;
- Provide information to help officer/supervisor evaluate whether to continue or terminate pursuit;
- Report actions by the offender or other persons in or on the pursued vehicle;
- Illuminate suspect's vehicle during hours of darkness;
- Assume broadcast responsibilities;
- Identify and record all law enforcement vehicles involved in the pursuit;
- Coordinate ground units to apprehend suspect at termination of pursuit;
- Maintain air surveillance of suspect vehicle after pursuit is discontinued and direct ground units to offender's ultimate location; and
- Direct non-law enforcement aircraft away from the emergency operation.

- Illuminating the pursued vehicle with the aircraft spotlight to identify its location, direction of travel, further identify the occupants and their actions, assist in locating objects discarded from or occupants leaving the vehicle, and cause the offender to stop fleeing;

*NOTE: Consideration of this tactic includes the potential of the spotlight to create hazards for the drivers of vehicles on the ground.*

- Reporting pedestrian and vehicular traffic patterns and volume ahead of the pursuit;
- Reporting potential hazards, road conditions and weather ahead of the pursuit;
- Reporting traffic collisions during the pursuit; and
- Following the offender when the pursuit is discontinued.

#### Assistance in Managing the Pursuit

Functions aircraft can perform to assist with management and control of the pursuit include:

- Reporting to the supervisor dangerous or erratic driving by the offender;
- Reinforcing the supervisor's control of the units involved in the pursuit;
- Relaying communications broadcasts when:
  - the radio signal is insufficient,
  - radio frequencies are incompatible (interjurisdictional),
  - equipment failure occurs that may not meet the agency's requirement for discontinuing the pursuit (e.g., dispatch center goes off-line), or
  - requested;

*NOTE: Also refer to Guideline III: Communications.*

- Observing and reporting violations of agency policy to the supervisor;
- Verifying compliance with the supervisor's instructions;
- Reporting the loss of the pursued vehicle;
- Assisting in post-pursuit coordination and control; and

- Directing media and other private aircraft away from an emergency operation.

*NOTE: Decisions concerning this function include considering the balance between the media's needs and rights, and concerns for safety, tactical secrecy and other requirements necessary for law enforcement control of the pursuit.*

## IX. TERMINATION OF A PURSUIT

### Considerations

Summarized below are issues that should be considered regarding termination/discontinuance of a pursuit.

#### Vehicle Code Issues

Section 17004.7(c)(4) V.C. (Public Agency Immunity) describes issues to be considered when developing the component of the policy that provides guidelines for determining when a pursuit should be terminated.

#### Safety Issues

The emphasis in making the decision to terminate or discontinue a pursuit is based on the need to balance the known offense and the need for immediate capture against the risks to the public, officer(s) and the offender(s) from the pursuit.

#### Setting Agency Limits

A variety of factors should be considered when developing a standard for officers and supervisors to use in reaching the decision to discontinue or terminate a pursuit. Agency-established limits which may support discontinuing or terminating a pursuit are appropriate to be addressed in the policy. Factors that may be considered include:

- Nature of the offense;
- Speed limits;
- Loss of communications capability, emergency lights or siren;
- Risk to the pursuing officer or the public;
- Unfamiliarity with the area of the pursuit;
- Pursuing on wrong side of a divided highway or freeway against traffic;

Factors to consider may include:

- Emphasis on protecting the public, officer(s) and offender(s) at all times;
- Clearly defined factors which indicate termination/discontinuance of a pursuit;
- Agency response when violator voluntarily discontinues pursuit/submits to arrest;
- Responsibilities of officer/supervisor/watch commander/executive officer regarding terminating pursuit; and
- Communication/acknowledgement of decision to terminate.



- Leaving agency jurisdiction;
- Approaching an international border; and
- Loss of pursued vehicle.

Some agencies describe specific offenses or categories of offenses in setting limits for which a pursuit will either be immediately discontinued, or will be discontinued within an agency-prescribed period of time or distance.

#### Responsibilities of Authorized Units

Each authorized unit or individual involved in pursuit has a clearly described purpose, both during the pursuit and at the time of pursuit termination or discontinuance. Those with responsibilities regarding terminating or discontinuing a pursuit include:

- Primary pursuing officer(s);
- Secondary pursuing officer(s);
- Supervisor responsible for oversight of the pursuit;
- Watch commander; and/or
- Command or executive officer(s).

#### Risk Assessment--Officers and Supervisor

The dynamics of a pursuit involve rapidly changing conditions and require officers and supervisors to constantly evaluate the risks and the decision to continue a pursuit. Issues to consider may include:

- Environmental conditions;
- Duration of the pursuit;
- Whether offender's identity has been determined;
- Nature of the offense; and
- Benefit of immediate apprehension vs. the risk of injury or death of any person.

The supervisor will also weigh broader issues related to the dynamics of a pursuit. These may include:

- Vehicle safety (e.g., control of vehicles, collisions, mechanical considerations);
- Presence of other persons in or on the vehicle being pursued (e.g., passengers, prisoners, co-offenders, hostages);
- Emotional impact of the pursuit upon the primary officer(s), other involved officers, and officers monitoring the pursuit;
- Experience of pursuing officer;

- Need for immediate capture vs. the risk to the public, officer(s), offender(s) from the pursuit itself;
- Air support;
- Level of threat to the public and officers represented by the driving actions of the offender (e.g., excessive speeds, wrong-way driving, intentional ramming);
- Level of law enforcement control (e.g., driving tactics, communications and supportive response) by the officer(s) directly and indirectly involved in the pursuit; and
- Escalating risks related to cumulative minor and significant events during the course of a pursuit (e.g., traffic collisions, vehicle damage, uninvolved persons dangerously yielding, near collisions).

#### Process of Discontinuing a Pursuit

The decision to discontinue or terminate a pursuit needs to be clearly and specifically communicated to and immediately acknowledged by the communications component, primary officer(s), secondary officer(s), supervisor(s) and air support unit(s).

Standard procedures to be followed by the primary and other authorized units when the offender is lost or the pursuit is discontinued may include:

- Discontinuing use of emergency equipment and resuming adherence to the rules of the road;
- Altering the direction of travel perpendicular to or opposite from the last known direction of travel by the offender; and
- Advising the supervisor responsible for the pursuit of the location to meet with officer(s) and complete post-pursuit report(s).

#### Reinitiation of Pursuit

There are occasions where pursuit of a previously lost (or escaped) offender is reinitiated upon re-contact by the same or another unit. Some agencies clearly describe a requirement that the same standards for initiation of a pursuit apply and must be considered in making the decision again to pursue. Under such circumstances, the supervisor may want to consider officers' emotional state in determining whether to allow the pursuit to continue or to order its discontinuation.

## X. CAPTURE OF SUSPECT(S)

### Considerations

Summarized below are issues that should be considered regarding capture of suspect(s) following a pursuit.

#### Safety

The safety of the public and officers during the law enforcement effort to capture an offender is a consideration when a pursuit concludes. Planning, discipline and training help ensure an offender is taken into custody in a well-organized, well-managed and controlled manner.

#### Officer Safety

The safety of law enforcement personnel (e.g., plainclothes officers and other support personnel) assisting at the scene of a pursuit termination and/or the location where the offender is apprehended, is a primary issue confronted by law enforcement. Standard procedures facilitate immediate recognition of law enforcement personnel.

Factors to consider may include:

- Management and control of immediate post-pursuit activity;
- Responsibility for command;
- Tactics;
- Required communications;
- Coordination;
- Resource needs;
- Public, officer and offender safety;
- Maintaining strict personal discipline;
- Restoring order to the scene;
- Obtaining medical treatment; and
- Interjurisdictional considerations.

For the safety of all concerned, strict personal discipline should be maintained immediately following the pursuit and apprehension of the offender. The policy needs to designate the persons responsible for quickly removing the offender from, and restoring order to, the scene of the pursuit termination or the location where the offender is taken into custody.

*NOTE: The policy-maker may consider prohibiting uninvolved units from responding to the termination point unless requested by an officer or supervisor responsible for control of the incident.*

### Command Responsibility

The person in command at the apprehension location needs to be identified and may be the driver or senior officer of the primary pursuit unit, an officer assigned to the secondary unit, or the supervisor assigned to provide management control of the pursuit (if he or she relieves the officer in command).

# XI. USE OF DEADLY FORCE (FIREARMS)

## Considerations

Summarized below are issues that should be considered regarding the use of firearms during a pursuit.

### Use of Firearms During a Pursuit

Issues surrounding the use of firearms are most often described in an agency's use-of-force policy. Reference to the use-of-force policy is appropriate in a pursuit policy. These issues are also appropriate for consideration in the overall context of pursuits due to the dynamics of a pursuit and the fact that firearms may be used during the course of a pursuit.

There are public- and officer-safety issues that arise in the context of a rapidly unfolding mobile situation. Unsafe conditions may evolve much more quickly than in circumstances most frequently seen in situations involving use of deadly force. The potential for tragic consequences resulting from use of deadly force (firearms) during a pursuit is appropriate to consider.

Factors to consider may include:

- Background (e.g., officers, pedestrians, other vehicles in the line of fire);
- Distance between officer and suspect(s);
- Likelihood of shot accuracy;
- Presence of passenger(s);
- Consequences if suspect disabled;
- Hostage situations;
- Fixed or mobile firing position;
- Self-defense;
- Likelihood of disabling a vehicle;
- Tactics;
- Circumstances under which agency may authorize use of deadly force during pursuit;
- Whether prior approval is required; and
- Informing others involved in the pursuit of intent to use deadly force.

### Offenses Warranting Use of Deadly Force

With any use-of-force policy, deadly force may not be authorized strictly to prevent the escape of an individual suspected of a misdemeanor or a non-serious felony. Consideration should be given to the types of offenses for which the use of deadly force is either authorized or prohibited during a pursuit. The known

reason an offender is wanted by law enforcement is an appropriate factor to consider regarding the use of deadly force.

A continuing pursuit may eventually result in the commission of a felony. Consideration should be given to the pursuit circumstances, if any, that may warrant the use of deadly force.

## **XII. INTERJURISDICTIONAL CONSIDERATIONS**

### **Considerations**

**Summarized below are issues that should be considered regarding interjurisdictional pursuits.**

#### **Vehicle Code Issues**

Section 17004.7(c)(3) V.C. (Public Agency Immunity) describes the element of interjurisdictional consideration which should be examined when developing this component of the policy. A policy should adequately address this area or provide sufficient guidance to officers and supervisors, the agency may enjoy immunity from liability.

The broad range of subjects associated with interjurisdictional pursuits may include:

- Supervisory control of a pursuit that enters another jurisdiction;
- Supervisory control of a pursuit when a supervisor from the initiating agency is unavailable, too far away or unfamiliar with the area of the pursuit;
- Communication and notifications among the agencies involved;
- Assistance required from the agency into whose jurisdiction the pursuit enters (e.g., additional units, air support);

Factors to consider may include:

- Supervisory control;
- Communications and notifications;
- Assistance by other agency;
- When an officer may assist an outside agency;
- Limits an agency may establish to not become involved;
- Authorization to become involved or take over a pursuit;
- Determination of agency management and control;
- Responsibility for arrestee(s);
- Coordination and control at termination;
- Relinquishing a pursuit to another jurisdiction;
- Post-pursuit administrative activities;
- Post-pursuit reporting by each agency;
- Post-pursuit review among agencies; and
- Addressing conflict between agency policy and an interjurisdictional agreement.

- Responsibility of an officer or employee who becomes aware of an outside jurisdiction conducting a pursuit within the officer's/employee's jurisdiction;
- Procedures under which an agency may provide assistance, including assuming control of an ongoing pursuit;
- Specific informational requirements that should be broadcast to agencies into whose jurisdictions a pursuit may enter;
- Any limitations prohibiting involvement in an outside-agency pursuit;
- Any limitations on the number of agencies and/or units allowed in pursuit at any time;
- Any requirement for supervisory approval to broadcast that an interjurisdictional pursuit is in progress;
- Any requirement for authorization by a supervisor prior to assisting or becoming involved in an outside pursuit;
- Procedures for establishing responsibility for coordination, management and control of a pursuit (e.g., initiating unit, agency taking over the pursuit, etc.);
- Procedures for establishing responsibility for any arrest(s) occurring when the offender(s) is captured;
- Supervisory coordination, management and control at the termination of an interjurisdictional pursuit;
- Factors to be considered to determine when to relinquish a pursuit to another jurisdiction (e.g., distance, unfamiliarity with the area, loss of radio communications capability outside initiating agency's jurisdiction, willingness or ability of other agency to take over a pursuit, and interagency agreement[s]);
- Factors to be considered to determine when to relinquish a pursuit-related arrest to another agency (e.g., agency may have a more serious offense than that for which the pursuit was initiated);
- Procedures for establishing agency responsibilities for transporting, booking, releasing, investigating and prosecuting related offenses and offenders;
- Procedures for investigating and reporting all traffic collisions, injuries, deaths and property damage related to the pursuit;



- Procedures for affixing responsibility for investigating and reporting all information relevant to the post-pursuit administrative report(s) for each agency involved in the pursuit;
- Procedures for affixing responsibility for intra-agency notifications and media relations.
- Procedures for each agency to provide copies of post-pursuit administrative reports to all agencies involved in the pursuit;

*NOTE: This procedure may require review by an agency's attorney regarding confidentiality, discovery and other possible liability concerns. The emphasis of this review process should stress the importance of this critique as a means for providing recommendations for improving interagency pursuit coordination.*

- Procedures for providing overall review by each involved agency to identify training needs, potential personnel-related issues and any need to revise agency agreements; and
- Procedures to be followed when conflict arises between an agency's pursuit policy and the interjurisdictional agreement (i.e., which will take precedence?).

#### Interjurisdictional Agreement

There is strong need for law enforcement agencies to develop local, countywide or regional agreements to address this critical issue. It could include a memorandum of understanding, memorandum of agreement, regional agreement or countywide agreement that emanates from a local professional association or an ad hoc committee (e.g., local peace officer association, chiefs association or law enforcement executives association). This suggests the agreements include law enforcement agencies in adjoining states, where appropriate.

It may be appropriate to establish procedures in the policy and the agreement to address concurrent-jurisdiction pursuits. Such issues may include:

- Freeways or highways that intersect a municipality (i.e., a city or county law enforcement agency may have jurisdiction for all non-traffic-related matters that occur within the city limits or county, while the California Highway Patrol may exercise primary responsibility for traffic-related law enforcement activity [or concurrent jurisdiction for general law enforcement] on freeways and highways within the same jurisdiction);

- Other State or Federal law enforcement agencies that operate within proximity of a local law enforcement agency;
- State or Federal military agencies that operate within proximity of a local law enforcement agency; and
- Specialized law enforcement agencies within the same jurisdiction (e.g., school police, transit authority police, airport police, housing authority police, park rangers).

### Management Control

Most agencies retain primary responsibility for pursuits they initiate unless assistance is requested or responsibility is relinquished to another jurisdiction. The employees of an agency into which a pursuit travels, however, may be better able to recognize critical conditions, factors or circumstances unknown to the outside agency involved in the pursuit.

Both the agency and the parties to an agreement need to examine the issue of municipal accountability (e.g., community protection, community accountability, community criticism, protecting the agency from liability) when an outside-originated pursuit extends into the agency's jurisdiction. The perspective for this examination involves the potential conflict of management control by the initiating or controlling agency, and the belief or opinion by the receiving agency (i.e., the jurisdiction into which the pursuit may travel) that the pursuit is unsafe.

If appropriate, and in circumstances where an outside-agency pursuit crosses into the agency's jurisdiction, the policy and agreements need to describe any authority conferred upon officers and/or supervisors to:

- Discontinue the pursuit; or
- Recommend discontinuance of the pursuit.

It may also be appropriate for agencies who do not have supervisors or acting supervisors immediately available to notify an on-call supervisor to ~~monitor or respond as determined~~ by the agency.

### Supervisor's Responsibilities

Regardless of the outside agency responsible for a pursuit in another jurisdiction, supervisory management and control of law enforcement activity within the agency visited by the pursuit is essential. The focus of this perspective is public safety, coordination of resources and providing assistance to the outside agency to ensure quickly restored community order. (See Guideline IV: *Supervisory Responsibilities*.)

Reporting and Post-Pursuit Analysis (See Guideline XIII by the same title.)

Interjurisdictional exchange of information encourages cooperation and reduces misunderstandings or miscommunications as well as potential liability. The agreement may describe procedures for interjurisdictional post-pursuit reporting, analysis and review by agencies involved in interjurisdictional pursuits. This procedure may provide for:

- Constructive feedback between agencies;
- Identification of training needs; and
- Identification and review of areas of the policy that may require amendment.

Consideration should be given to post-pursuit, after-action meetings and follow-up meetings (management or executive level) when any agency involved in a pursuit desires to convene one.

Training

An interjurisdictional pursuit agreement is only effective when it is widely known, appropriately exercised, and covered by training with all agencies party to the agreement. Training is the key element for assuring compliance amid the stress of application during an interjurisdictional pursuit.

Each agency may consider training with participating agencies, including situation simulation and actual driver training, to provide for controlled field experience within the context of the interjurisdictional pursuit policy.

### **XIII. REPORTING AND POST-PURSUIT ANALYSIS**

#### **Considerations**

**Summarized below are issues that should be considered regarding reporting and post-pursuit analysis.**

#### **Post-Pursuit Reports**

Section 14602.1 V.C., establishes the process for reporting and the centralized collection of pursuit information. In addition, post-pursuit reporting and analysis within an agency supports the management of pursuits, accountability for pursuit activities, policy development and implementation, and training.

Written reports of all relevant information for **every** pursuit that involves agency personnel supports an effective review and analysis of pursuit activities. The reporting process provides a base of data from which pursuit trends and policy needs may be identified, pursuit safety enhanced, and training needs discovered and addressed. In addition, law enforcement administrators may use the reporting and analysis process to determine how well each pursuit conforms with the established policy requirements and to assure accountability for pursuit activities.

Factors to consider may include:

- Recording of information on every pursuit;
- Identification of information to be captured;
- Completion of CHP Form 187 (required by Section 14602.1 V.C.);
- Analyzing data for trend information;
- Providing feedback to managers, supervisors and officers;
- Using data for identifying:
  - training needs
  - issues of employee accountability
  - policies in need of revision; and
- Creation of a review process for all pursuits.

The information about each pursuit that provides the basis for analysis may include:

- Date and Time
  - Time Began
  - Time Ended
- Total Length of Time
- Distance Traveled
- Primary Unit and Officer(s)
  - Unit Number
  - Driver
  - Passenger
  - Seat belts Used
- Secondary Unit and Officer(s)
  - Unit Number
  - Driver
  - Passenger
  - Seat belts Used
- Additional Unit(s)
  - Unit Number
  - Driver
  - Passenger
  - Seat belts Used
- Supervisor In-charge
  - Participant
  - Other Location of Involvement
- Relinquished to Another Agency
  - Yes or No
  - Other Agency
- Location or Geographic Area of Pursuit
  - Where it began
  - Where it ended
- Initial Reason for Pursuit
  - Infraction
  - Misdemeanor
  - Felony
  - Other (explain)
- Aircraft Requested, Available, Responded
  - Yes or No
  - When it Became Involved
  - Kind of Support Provided
- Type of Law Enforcement Vehicle(s) Involved
  - Year
  - Make
  - Miles
- Highest Speeds Attained
  - Primary Unit
  - Offender

- Other Persons in or on Offender's Vehicle
  - Hostage(s)
  - Offender(s)
  - Other
- Disposition of Other Persons in or on Offender's Vehicle
- Discontinuance of Pursuit by Officer or Supervisor?
  - Yes or No
- First Supervisor at Scene of Termination
  - Date and Time
- Escape by Offender
  - Yes or No
  - In Vehicle
  - On Foot
- If Arrested or Cited, Offender's:
  - Name
  - Date of Birth
  - Booking Number
  - Release From Custody Number
  - Citation Number
  - Charge(s)
- Use of Force
  - Yes or No
- Method of Apprehension
- Injuries and How Sustained
  - Officer(s)
  - Offender(s)
  - Other Person(s)
- Traffic Collision(s) Summary
- Weather Conditions
- Traffic Conditions
- Type of Roadway(s)
  - Highway
  - Freeway
  - Off road
- Type of Area(s)
  - Rural
  - Residential
  - Commercial
- Notifications
  - To and by Whom
  - Date and Time
- Supervisor's Narrative of Pursuit
  - Summary of Pursuit
  - Route of Pursuit
  - Other Information to Assist Management Analysis and Review

A broader analysis of pursuit activity, to provide management information to support decisions concerning trends, individual employees, training needs and policy issues, requires additional data. Other information that may be collected for management purposes includes:

<ul style="list-style-type: none"><li>• Total Number of Pursuits</li><li>• Initial Reason</li><li>• Average Length of Pursuits</li><li>• Number of Units Involved</li><li>• Type of Offender's Vehicle</li><li>• Speeds of Pursuit<ul style="list-style-type: none"><li>• Offender</li><li>• Officer(s)</li></ul></li></ul>	<ul style="list-style-type: none"><li>• Traffic Collision Information<ul style="list-style-type: none"><li>• Offender</li><li>• Officer(s)</li></ul></li><li>• How the Pursuit was Discontinued</li><li>• Arrest and Booking Information</li><li>• Adherence to Policy<ul style="list-style-type: none"><li>• Yes or No</li><li>• Kind of Deviation</li></ul></li></ul>
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In addition to the data required for the internal analysis of a pursuit, each agency involved in the pursuit should ensure that a **Vehicle Pursuit Data Report (CHP Form 187)** is submitted to the California Highway Patrol, as required by Section 14602.1 V.C.

#### Review and Analysis of Pursuit Data

The information from the post-pursuit reports and the management data may be consolidated and analyzed to provide both general and specific trend information. The information resulting from the regular and frequent analysis permits managers and supervisors to identify patterns of behavior, and policy considerations and training needs. The data may also assist in reducing the number of pursuits and the potential for adverse consequences (e.g., accidents, injuries, liability) of a pursuits.

The post-pursuit review process usually begins with the pursuit supervisor and includes a review by command-level personnel. The supervisor's responsibilities in this review are described in the Guideline IV: *Supervisory Responsibilities*. The supervisor's post-pursuit report and related reports provide the basis for the review that can:

- Focus upon pursuit activities and adherence to policy;
- Support a determination about whether each pursuit complied with policy;
- Identify training needs;
- Serve as a mechanism to provide feedback to supervisors and officers involved in each pursuit; and
- Identify other pursuit-related issues.

## DEFINITION OF KEY TERMS

Certain terms are used in this document that warrant definition. The definitions are intended to assure understanding of what the terms mean as used in this document. No other use of the definitions is intended.

### DISCONTINUE

In the context of this document, discontinue describes the decision and actions of the pursuing law enforcement driver(s) who stops chasing the fleeing vehicle. Actions to discontinue the pursuit may include turning off the emergency light(s) and siren, reducing speed, observing the applicable rules of the road, allowing the distance between the law enforcement vehicle and the fleeing vehicle to increase, changing direction away from the fleeing vehicle, and notifying the dispatch center of the decision to discontinue the pursuit.

### FAILURE TO YIELD

In the context of this document, failure to yield refers to the actions of a vehicle operator who fails to stop or respond to the emergency light(s) and siren of a law enforcement vehicle, continues generally to travel forward at or below the speed limit, observes traffic control devices and other applicable rules of the road, and does not change the direction of travel in an evasive manner.

### FOLLOW

*Following*--In the context of this document, following refers to the actions of a law enforcement officer to stay behind a vehicle and attempt to keep the vehicle in sight, while complying with applicable laws and rules of the road.

### GUIDELINE

In contrast to policy which may prescribe or define courses of action or decision making options, guidelines, in the context of this document, describe suggested discretionary actions regarding formulation of policy.

### OFFENDER

In the context of this document, offender refers to the subject operator or occupant(s) of a pursued vehicle. Based on an agency's own standard for authorizing or continuing pursuits, the offender may or may not have violated a statute to become a legitimate object of a pursuit (i.e., initial reasons

for attempting to stop an individual may include: investigation, suspicious activity, or reasonable suspicion of a violation of statute).

**POLICY**

In the context of this document, the following best defines the use of the term policy:

"Although 'policy' can be defined to mean a guideline for carrying out even the most detailed action, the term usually refers to the broad statement of principle."

"Policy may consist of values and principles which guide an agency's behavior or performance of its activity. It reflects a statement of guiding principles that should be done in order to achieve an agency's objectives."

**PURSUIT**

In the context of this document, pursuit refers to the actions of a law enforcement officer to apprehend an offender who is attempting to avoid arrest as demonstrated by evasive driving tactics.

**SUPERVISOR**

In the context of this document, a supervisor is a person who has specific, formal responsibility for issuing orders and providing direction to subordinates. Supervisory responsibility may begin at the sergeant rank or level and extend to the highest executive level in an agency.

**TERMINATE**

In the context of this document, terminate refers to a specific operational tactic (e.g., pursuit immobilization tactic [PIT], ramming, blocking, roadblock) intended to disable a fleeing vehicle or otherwise prevent further flight or escape.

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<sup>1</sup> O.W. WILSON AND ROY CLINTON McLAREN. *Police Administration*, 4th ed., Chap. 8, p. 137. McGraw-Hill Book Company, New York, 1977.

<sup>2</sup> *MANUAL OF THE LOS ANGELES POLICE DEPARTMENT*. Volume 1/010. *Policy.*, Los Angeles, 1992.



COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
PROPOSED REGULATION

**1005. Minimum Standards for Training.**

(a)(1) through (j)(2) continued.

Continued - All incorporation by reference statements in between (j)(2) and the following:

The document *Training Specifications For The Regular Basic Course - July 1993* adopted effective January 14, 1994, and amended July 16, 1994, December 17, 1994, and \* \* \* and  
\* is herein incorporated by reference.

\*\*\*\*\* continued.

NOTE: Authority cited: Sections 13503, 13506, and 13510, Penal Code. Reference: Sections 832, 832.3, 832.6, 13506, 13510, 13510.5, 13511, 13513, 13514, 13516, 13517, 13520, and 13523, Penal Code.

\* Dates to be filled in by OAL.

## POST ADMINISTRATIVE MANUAL

### COMMISSION PROCEDURE D-1

#### BASIC TRAINING

##### Purpose

**1-1. Basic Training Specifications:** This Commission procedure implements that portion of the Minimum Standards for Training established in Section 1005(a) of the Regulations which relate to Basic Training. Basic Training includes the Regular Basic Course, District Attorney Investigators' Basic Course, Marshals' Basic Course, Specialized Basic Investigators' Course, Basic Complaint/Dispatcher Course, and Coroners' Death Investigation Course.

##### Training Content and Methodology

**1-2. Requirements for Basic Training Content and Methodology:** The minimum standards for basic training are described in sections 1-3 to 1-8. The entire basic course must be completed under the sponsorship of one training presenter unless POST has approved a contractual agreement dividing responsibility for delivering the basic course between two or more presenters. The Law Enforcement Code of Ethics shall be administered to students taking the Regular Basic Course, District Attorney Investigators' Basic Course, Marshals' Basic Course, and Specialized Basic Investigators' Course. Instructional methodology is at the discretion of individual course presenters unless otherwise specified.

**1-3. Regular Basic Course Definitions and Requirements:** The terms used to describe testing and training requirements are defined in paragraph 1-3(a). Testing and training requirements are described in paragraph 1-3 (b). Testing, training, content, and minimum hourly requirements are provided in detail in *Training Specifications for the Regular Basic Course - July 1993* and the *POST Basic Academy Physical Conditioning Manual*. Requirements for reporting successful course completion are contained in Commission Regulation 1055(i).

##### (a) Definitions of Terms Used to Describe Testing and Training Requirements

- (1) **Learning Domain.** An instructional unit that covers related subject matter. Each Regular Basic Course learning domain is described in *Training Specifications for the Regular Basic Course - July 1993*. Training specifications for each learning domain include instructional goals, topics, and hourly requirements. Training specifications for a domain also may include learning activities and testing requirements.
- (2) **Instructional Goal.** A general statement of the results that instruction is supposed to produce.
- (3) **Topic.** A word or phrase that succinctly describes subject matter associated with an instructional goal.
- (4) **Test.** An evaluation of the extent to which students have achieved one or more instructional goals. Tests are graded on a pass/fail basis. Four types of tests are used in the Regular Basic Course:

- (A) **POST-Constructed Knowledge Test.** A POST-constructed, paper-and-pencil test that measures acquisition of knowledge required to achieve one or more instructional goals.
  - (B) **Scenario Test.** A job-simulation test that measures acquisition of complex psychomotor skills required to achieve one or more instructional goals.
  - (C) **Physical Abilities Test.** A POST-developed test of physical abilities described in the *POST Basic Academy Physical Conditioning Manual*.
  - (D) **Exercise Test.** Any test other than a POST-constructed knowledge test, scenario test, or physical abilities test that measures the acquisition of knowledge and/or skill required to achieve one or more instructional goals.
- (5) **Learning Activity.** An activity designed to achieve or facilitate one or more instructional goals. Students participating in a learning activity may be coached and/or provided feedback, but unlike tests, learning activities are not graded on a pass-fail basis.
  - (6) **Test-Item Security Agreement.** An agreement between a basic course academy and POST that identifies the terms and conditions under which an academy may be provided access to POST-constructed knowledge tests. Failure to accept or abide by the terms and conditions of this agreement is grounds for decertification in accordance with POST Regulation 1057.

(b) **Testing and Training Requirements**

- (1) **Topics.** As specified in *Training Specification for the Regular Basic Course - July 1993*, training presenters shall provide appropriate instruction on each required topic.
- (2) **POST-Constructed Knowledge Tests.** As specified in *Training Specifications for the Regular Basic Course - July 1993*, POST-constructed knowledge tests are required in some, but not all, learning domains. Where a POST-constructed knowledge test is required, students must earn a score equal to or greater than the minimum passing score established by POST. Students who fail a POST-constructed knowledge test on the first attempt shall: (a) be provided with an opportunity to review their test results in a manner that does not compromise test security; (b) have a reasonable time, established by the academy, to prepare for a retest; and (c) be provided with an opportunity to be retested with a POST-constructed, parallel form of the same test. If a student fails the second test, the student fails the course unless the academy determines that there were extenuating circumstances, in which case, the student may be tested a third time. If a student fails the third test, the student fails the course.
- (3) **Scenario Tests.** As specified in *Training Specifications for the Regular Basic Course - July 1993*, scenario tests are required in some, but not all, learning domains. Where a scenario test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is

prepared for entry into a field training program. This determination shall be made by the academy. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails the course unless the academy determines that there were extenuating circumstances or the student performed marginally (as determined by the academy), in which case, the student may be tested a third time. Marginal test performance is performance that does not clearly demonstrate either proficiency or lack of proficiency. If a student fails to clearly demonstrate proficiency on the third test, the student fails the course.

- (4) **Exercise Tests.** As specified in *Training Specifications for the Regular Basic Course - July 1993*, exercise tests are required in some, but not all, learning domains. Where an exercise test is required, students must demonstrate their proficiency in performing the tasks required by the test. Proficiency means that the student performed at a level that demonstrates that he or she is prepared for entry into a field training program. This determination shall be made by the academy. Students who fail to clearly demonstrate proficiency when first tested shall be provided with an opportunity to be retested. If a student fails to demonstrate proficiency on the second test, the student fails the course unless the academy determines that there were extenuating circumstances or the student performed marginally (as determined by the academy), in which case, the student may be tested a third time. Marginal test performance is performance that does not clearly demonstrate either proficiency or lack of proficiency. If a student fails to clearly demonstrate proficiency on the third test, the student fails the course.
- (5) **Learning Activities.** As specified in *Training Specifications for the Regular Basic Course - July 1993*, learning activities are required in some, but not all, learning domains. Where a learning activity is required, each student must participate in that activity. A student who does not participate in a learning activity when given the opportunity fails the course unless the academy determines that there were extenuating circumstances. Students who do not participate in a learning activity due to extenuating circumstances shall be given a second opportunity to participate in the same or a comparable learning activity. If a student fails to participate in a learning activity after being given a second opportunity, the student fails the course.
- (6) **Physical Conditioning Program.** Students must complete the POST physical conditioning program as described in the *POST Basic Academy Physical Conditioning Manual*.
- (7) **Physical Abilities Test Battery.** At the conclusion of the POST physical conditioning program, students must pass a POST-developed physical abilities test battery as described in the *POST Basic Academy Physical Conditioning Manual*. The use of alternatives to the POST-developed physical abilities test battery is subject to approval by POST. Course presenters seeking POST approval to use alternative tests shall present evidence that the alternative tests were developed in accordance with recognized professional standards and that the alternative tests are equivalent to the POST-developed tests with respect to validity and reliability. Evidence concerning the comparability of scores on the POST-developed tests and the proposed alternative tests is also required.

- (8) **Academy Requirements.** POST has established minimum, statewide training standards for the Regular Basic Course. However, local conditions may justify additional training requirements or higher performance standards than those established by POST. This may include but is not limited to the use of higher minimum passing scores on POST-constructed knowledge tests.

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## SPECIFICATIONS FOR LEARNING DOMAIN #19: VEHICLE OPERATIONS

~~July 1, 1993~~ April 15, 1995

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### I. INSTRUCTIONAL GOALS

The goals of instruction on **Vehicle Operations** are to provide students with:

- A. an understanding of the factors that contribute to traffic collisions and the principles of defensive driving;
- B. knowledge of the effect that speed has on stopping distance and turning radius;
- C. knowledge of ~~the Vehicle Code~~ legal provisions relating to the operation of an law enforcement emergency vehicle;
- D. the ability to safely operate a patrol vehicle ~~underwhile responding to a simulated emergency conditions (i.e., with red light and siren while responding to a bona fide emergency); and~~
- E. the ability to conduct a thorough preshift vehicle inspection;
- F. a basic understanding of the elements of the Commission on Peace Officer Standards and Training (POST) minimum guidelines for the development of law enforcement agency vehicle pursuit policies, and
- G. the ability to safely and effectively operate a patrol vehicle during a simulated pursuit of a vehicle.

### II. REQUIRED TOPICS

The following topics shall be covered:

- A. Defensive driving
- B. Factors contributing to traffic collisions
- C. High-risk driving maneuvers

- D. Effects of fatigue on driving ability
- E. Use of seat belts
- F. Vehicle dynamics (e.g., stopping distance, turning radius, weight shift, etc.)
- G. ~~Vehicle pursuit policies~~ Elements of the *POST Law Enforcement Vehicle Pursuit Guidelines* for the development of law enforcement agency vehicle pursuit policies to include:
  - 1. When to initiate a pursuit
  - 2. The number of involved law enforcement units permitted
  - 3. Responsibilities of primary and secondary units
  - 4. Pursuit driving tactics to include:
    - a. Safety considerations
    - b. Legal considerations
    - c. Vehicle control considerations
    - d. Use of communications equipment
  - 5. Helicopter assistance
  - 6. Communications
  - 7. Capture of suspects
  - 8. Termination of a pursuit
  - 9. Supervisory responsibilities
  - 10. Blocking, ramming, boxing and roadblock procedures
  - 11. Speed limits

- 12. Interjurisdictional considerations
  - 13. Conditions of the vehicle, driver, roadway, weather and traffic
  - 14. Hazards to uninvolved bystanders or motorists
  - 15. Reporting and postpursuit analysis
  - 16. Balancing the need for officer/public safety against the need to apprehend
- H. Use of emergency warning devices (i.e., red lights and siren)
- I. Vehicle code sections pertaining to the operation of an emergency law enforcement vehicle
- J. Liability issues
- K. Preshift vehicle inspections
- L. "Code 3" driving to include:
  - 1. Safety considerations
  - 2. Legal considerations
  - 3. Vehicle control considerations
  - 4. Use of communications equipment

### III. REQUIRED TESTS

The following tests shall be administered:

- A. The POST-constructed knowledge test for Domain #19
- B. An exercise test that requires the student to regain control of a patrol vehicle experiencing a front-wheel skid and a rear-wheel skid



- C. An exercise test that requires the student to regain control of a patrol vehicle experiencing an all-wheel, locked-brake skid
- D. An exercise test that requires the student to demonstrate positioning, weight transfer, throttle control, braking, and steering while putting a patrol vehicle through a series of maneuvers at the direction of an instructor
- E. An exercise test that requires the student to rapidly displace a patrol vehicle to the right, left, and stop
- F. An exercise test that requires the student to demonstrate threshold braking while entering a turn and while bring a patrol vehicle to a complete stop
- G. An exercise test that requires the student to operate a patrol vehicle under simulated emergence conditions
- H. An exercise test that requires the student to operate a patrol vehicle in the simulated pursuit of another vehicle

IV. REQUIRED LEARNING ACTIVITIES

None

V. HOURLY REQUIREMENTS

Students shall be provided with a minimum of **24 hours** of instruction on vehicle operations.

VI. ORIGATION DATE

July 1, 1993

VII. REVISION DATES

~~None~~

April 15, 1995

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

PROPOSED REGULATION

**1081. Minimum Standards for Legislatively Mandated Courses.**

(a)(1) - (21) continued

- (22) High-Speed Vehicle Pursuit Training--Personnel below mid-management - 2 Hours  
(Penal Code Section 13519.8 (a))

- (A) Vehicle Safety, Operation and Tactics
- (B) Agency Vehicle Pursuit Policy
- (C) Assessing Risk, Dangers and Conditions
  - (1) Officer Safety
  - (2) Public Safety
  - (3) Need to Balance Officer and Public Safety Against the Need to Apprehend the Violator
- (D) Consideration of Law Enforcement Vehicle Pursuit Issues
  - (1) When to Initiate a Pursuit
  - (2) The Number of Involved Law Enforcement Units Permitted
  - (3) Responsibilities of Primary and Secondary Law Enforcement Units
  - (4) Driving Tactics
  - (5) Helicopter Assistance
  - (6) Communications
  - (7) Capture of Suspects
  - (8) Termination of a Pursuit
  - (9) Supervisory Responsibilities
  - (10) Blocking, Ramming, Boxing and Roadblock Procedures
  - (11) Speed Limits
  - (12) Interjurisdictional Considerations
  - (13) Conditions of the Vehicle, Driver, Roadway, Weather and Traffic
  - (14) Hazards to Uninvolved Bystanders or Motorists
  - (15) Reporting and Postpursuit Analysis

- (23) High Speed Vehicle Pursuit Training--Mid Management and Above (optional\*) - 1 Hour

- (A) Overview of Guidelines and Training Required by PC 13519.8
- (B) Regular Assessment of Agency Policy, Practices, Training and Legal Issues
- (C) Importance of Balancing the Need for Apprehension against the Need for Officer and Public Safety

Peace officers who have completed basic training prior to 1-1-95 must complete the supplemental training described in 1081(a) 22 or 23 as appropriate.

\*Mid Managers and above may satisfy the PC 13519.8 requirement by completion of either the course described in sub(22) or sub(23).

# POST BASIC COURSE CURRICULA FOR LAW ENFORCEMENT VEHICLE PURSUITS

## CONTENTS

- I. Introduction to Law Enforcement Vehicle Pursuits
- II. Legal Aspects of Law Enforcement Vehicle Pursuits and the Operation of Emergency Vehicles
- III. Pursuit Policy Development and Training Standards
- IV. General Considerations Regarding Law Enforcement Vehicle Pursuits
- V. Pursuit Driving Tactics
- VI. Management of Law Enforcement Vehicle Pursuits

Presentation of this curricula satisfies the  
training requirements mandated by  
Penal Code Section 13519.8

## I. INTRODUCTION TO LAW ENFORCEMENT VEHICLE PURSUITS

### A. Primary considerations

1. The immediate apprehension of the offender is never more important than the safety of the public or the officer.
2. When it becomes apparent that the immediacy of apprehension is outweighed by clear and unreasonable danger to the officer or others, the pursuit must be abandoned.
2. The operation of a law enforcement vehicle in a pursuit situation is a highly stressful and demanding experience. Any pursuit will tax:
  - a. Judgement and decisionmaking ability
  - b. Knowledge of law and policy, and
  - c. Driving ability

### B. Objectives, intent and goal

1. The **objective** of a vehicle pursuit is to apprehend a offender who, though fully aware of an order to stop, refuses to voluntarily comply with the law requiring a stop and resists apprehension by maintaining or increasing speed or by ignoring warnings to stop.
2. The **intent** of a pursuit is to apprehend and bring the offender to trial for the offense(s) committed.
3. The **goal** of a pursuit is to protect life and property.

### C. General factors which impact the management of a pursuit are:

1. The safety of the public
2. The seriousness of the law enforcement incident and subsequent need to apprehend the offender
3. The fact that the peace officer often does not know why the offender is fleeing
4. The fact that the offender determines the route with no regard to safety

5. The fact that the offender may be irrational and out of control, motivated entirely by a desire to escape apprehension
6. The fact that the offender may deliberately lead the officer into a dangerous situation hoping to escape or cause injury to the pursuing officer(s)
7. The fact that the offender will enter intersections at unsafe speeds with no warning devices, creating a dangerous environment for the pursuing officer and the public

D. Physiological and psychological aspects of pursuits

1. The nature of a pursuit inherently increases physiological and psychological tension and adrenalin flow. This, in turn, may lead to:
  - a. Overconfidence and impatience
  - b. Preoccupation
  - c. Changes to senses, including vision, hearing, and touch
2. During a pursuit, a peace officer must suppress the natural tendency to feel personally challenged by the offender's failure to yield.
3. In a pursuit, the offender is deliberately and overtly defying the authority of the peace officer.
4. Stress endured during a pursuit may affect an officer's judgement.
5. The officer must suppress the emotional desire to "catch at all costs."
6. The officer's ability to control emotions is crucial to the effective management of a pursuit.

## II. LEGAL ASPECTS OF LAW ENFORCEMENT VEHICLE PURSUITS AND THE OPERATION OF EMERGENCY VEHICLES

### A. Designation of emergency vehicles

1. All motor vehicles provided for city and county law enforcement are "authorized emergency vehicles" within the meaning of this term as used in Vehicle Code Section 165.
2. This fact alone does not relieve the driver of the duty of complying with all the "rules of the road" (Vehicle Code Section 21052).

NOTE: Not all "authorized emergency vehicles" are equipped with a red light and siren (e.g., a rented undercover vehicle, a vehicle obtained as an asset seizure, etc.). Instructors may wish to emphasize that these vehicles should not be utilized in a pursuit situation as there is no liability or "rules of the road" exemption.

### B. Exemption of authorized emergency vehicles

1. Vehicle Code Section 21055(a) (b) states that the driver of an authorized emergency vehicle is exempt from various sections of the California Vehicle Code (i.e., Rules of the Road) under the following conditions:
  - a. If the vehicle is being driven in response to an emergency call, or
  - b. while engaged in rescue operations, or
  - c. **is being used in the immediate pursuit of an actual or suspected violator of the law, or**
  - d. is responding to, but not returning from, a fire alarm.
2. The driver of the vehicle must sound a siren as may be reasonably necessary and the vehicle must display a lighted red lamp visible from the front as a warning to other drivers and pedestrians.

### C. Related statutes

1. California Vehicle Code Section 21055 - Code 3 authorization

2. California Vehicle Code Section 21056 - Due regard for safety
3. California Vehicle Code Section 21806 - Mandated use of emergency equipment

D. Liability exemptions

1. Peace Officer Immunity (Vehicle Code Section 17004)
  - a. Vehicle Code Section 17004 relieves an officer from civil liability for personal injury to or death of any person, or damage to property resulting from the operation, in the line of duty, of an authorized emergency vehicle:
    - (1) While responding to an emergency call.
    - (2) **When in the immediate pursuit of an actual or suspected law violator.**
    - (3) When responding to, but not returning from, a fire alarm.

NOTE: The employee will be protected when the red light is displayed and the siren is sounded as reasonably necessary and the vehicle is operated under conditions and in the manner prescribed by Section 21055 of the Vehicle Code.

This section does NOT, however, relieve an officer from possible criminal liability, such as manslaughter.

This section also does not relieve the public entity from civil liability.

2. Public Agency Immunity (Vehicle Code Section 17004.7)
  - a. A public agency employing peace officers which adopts a written policy on vehicular pursuits complying with subdivision (c) of Vehicle Code Section 17004.7 is:
    - (1) immune from liability from such damages for personal injury to or death of any person,
    - (2) or damage to property,

- (3) resulting from the collision of a vehicle,
  - (4) being operated by an actual or suspected violator of the law,
  - (5) who is being, has been or believes he or she is being or has been,
  - (6) pursued by a peace officer employed by a public entity in a motor vehicle.
- b. If the public entity has adopted a policy for the safe conduct of vehicular pursuits by peace officers, it shall meet all of the following minimum standards:
- (1) It provides that, if available, there be supervisory control of a pursuit.
  - (2) It provides procedures for designating the primary pursuit vehicle and for determining the total number of vehicles to be permitted to participate at one time in the pursuit.
  - (3) It provides procedures for coordinating operations with other jurisdictions.
  - (4) It provides guidelines for determining when the interest of public safety and effective law enforcement justify a vehicular pursuit and when a vehicular pursuit should not be initiated or should be terminated.
  - (5) A determination of whether a policy adopted pursuant to subdivision (c) complies with that subdivision is a question of law for the court.



### III. PURSUIT POLICY DEVELOPMENT AND TRAINING STANDARDS

- A. Penal Code Section 13519.8 directed the California Commission on Peace Officer Standards and Training to:
  - 1. Identify minimum guidelines for the development of agency policies related to vehicle pursuits.
  - 2. Develop courses of instruction for peace officers regarding the conduct and management of law enforcement vehicle pursuits.
- B. The spirit of this legal requirement is to:
  - 1. Stress the importance of public safety with regard to law enforcement pursuits.
  - 2. Emphasize the obligation of law enforcement to **balance the known offense and the need for immediate capture against the risks to officers and the public which is created by the pursuit.**
- C. The legislative intent contained in Penal Code Section 13519.8 is:
  - 1. For all local law enforcement agencies within the state to adopt the minimum guidelines developed by the Commission on POST related to high-speed law enforcement vehicle pursuits.
  - 2. If necessary, for existing policies to be revised or updated if they do not sufficiently address each of the pertinent elements contained in the law.
- D. According to Penal Code Section 13519.8, policy guidelines and training courses must adequately address each of the following issues:
  - 1. When to initiate a pursuit
  - 2. The number of involved law enforcement units permitted
  - 3. Responsibilities of primary and secondary units
  - 4. Driving tactics
  - 5. Helicopter assistance
  - 6. Communications

7. Capture of suspects
8. Termination of a pursuit
9. Supervisory responsibilities
10. Blocking, ramming, boxing, and roadblock procedures
11. Speed limits
12. Interjurisdictional considerations
13. Conditions of the vehicle, driver, roadway, weather, and traffic
14. Hazards to uninvolved bystanders or motorists
15. Reporting and postpursuit analysis

NOTE: A summary of the minimum guidelines for the development of law enforcement agency pursuit policies is contained in the supporting materials section of this Instructor Unit Guide. A definition of terms is also included.

E. Policy differences among agencies

1. Although there are likely to be many similarities among agency pursuit policies, there may also be substantive differences.
2. Agencies without access to air support, for example, would not reference specific procedures for the coordination of air and ground units during a pursuit.
3. There may also be substantive differences among agencies regarding the application pursuit termination tactics (e.g., blocking, ramming, boxing or other specific operational tactics intended to disable or otherwise prevent further flight or escape).
4. It is essential that officers become thoroughly familiar with the pursuit policy of their respective agencies.

#### IV. GENERAL CONSIDERATIONS REGARDING LAW ENFORCEMENT VEHICLE PURSUITS

##### A. Public safety considerations

1. Although peace officers and their agencies want to see law violators captured, immediate apprehension is never more important than the safety of the public or the officer.
2. When it becomes apparent that the immediacy of apprehension is outweighed by **clear and unreasonable danger to the officer and others**, the pursuit must be abandoned.
3. A pursuit will tax an officer's individual skill, decisionmaking ability and knowledge of law, policy and technique.

##### B. Tactical judgement and risk assessment

1. The most important single factor in a pursuit is the officer's application of common sense and good judgement. Common sense, however, must be augmented by the officer's knowledge of:
  - a. Legal and agency policy provisions
  - b. The nature of the event necessitating the pursuit
  - c. Traffic, environmental, and public safety concerns
2. Officers should also consider factors related to the condition of the patrol vehicle, driver, roadway, weather and traffic.
  - a. Environmental factors which should be considered include, but are not necessarily limited to:
    - (1) Weather conditions
    - (2) Time of day and day of week
    - (3) Road design and surface conditions
    - (4) Visibility
  - b. Vehicular factors which should be considered include, but are not necessarily limited to:

- (1) Emergency warning devices
    - (2) Markings of vehicles
    - (3) Mechanical integrity (brakes, tires, suspension, windows, radio, etc.)
  - c. Public safety factors which should be considered include, but are not necessarily limited to risks associated with:
    - (1) The presence of uninvolved bystanders and pedestrians
    - (2) The presence of uninvolved motorists
    - (3) Prevailing traffic conditions
- C. When to initiate a pursuit
- 1. The guidelines recommend that individual agency pursuit policies:
    - a. define a "pursuit,"
    - b. articulate the reasons for which a pursuit is authorized, and
    - c. identify the issues that must be considered in reaching the decision to pursue.
  - 2. The purpose of this guideline is to encourage individual agencies to identify when an officer is legally and procedurally authorized to become involved in a vehicle pursuit.
  - 3. It is essential that officers become absolutely conversant with their agency's pursuit policy.
  - 4. Individual agency policies should define when following a vehicle changes from a "failure to yield" into a "pursuit".

NOTE: The terms applied to the guidelines are included in supporting materials section of this Instructor Unit Guide. These terms are only suggestions, however, and may not agree with the specific language incorporated into individual agency pursuit policies.

- 5. The officer must be able to articulate a lawful reason for attempting to initiate a vehicle pullover (e.g., the officer observed a crime

committed, the vehicle was reported stolen, etc.).

NOTE: Some agency policies may specifically prohibit the officer from initiating a pursuit under certain circumstances (e.g., a prohibition against pursuing for an infraction, etc.)

6. Initiating a pursuit in a vehicle that is not properly equipped (e.g., a rental car or undercover car which does not have a red light and siren) is inadvisable.
7. Other considerations which may impact whether or not to initiate a pursuit include, are not necessarily limited to:
  - a. Whether supervisory approval is required by the prevailing agency policy
  - b. The presence of non-peace officers in the patrol vehicle (e.g., a civilian ride-along)
  - c. Quality of radio communications (e.g., range, "blind" areas, etc.)

D. Communications during a pursuit

1. To the extent possible, the radio should be used to its fullest to inform communications personnel and other units of the details of the pursuit.

NOTE: Instructors should emphasize that safe driving comes first and radio contact is secondary. Tactically, emphasis should be placed on utilization of the radio on straightaways, if possible.

a. Initial Broadcast Information

- (1) Unit identification
- (2) The fact that the officer is engaged in a pursuit and the reason for pursuit
- (3) Location, direction of travel and speed

NOTE: In most instances, this is the minimum essential information that a supervisor will need to know in order to make a discretionary decision as to whether or not to permit the pursuit to continue.

b. Supplemental Broadcast Information

- (1) Description of vehicle being pursued
- (2) License number of vehicle, if known
- (3) Number of occupants
- (4) Update location, direction of travel and speed
- (5) Pursuit conditions (traffic and weather conditions)
- (6) Other pertinent information

NOTE: This information should be broadcast as soon as practical. These items are not, however, listed in any order of importance. Emphasis should be placed on broadcasting location and direction of travel of the suspect's vehicle, not the law enforcement unit.

2. Transfer of broadcast responsibility

- a. Once a secondary unit has joined the pursuit, it may be desirable to transfer broadcast responsibility to that unit.
- b. If air support is available, it generally provides a ideal platform to observe the pursuit and to relay direction of travel and other details to communications personnel.

3. Requesting assistance and pre-incident planning

- a. Officers should consider requesting additional assistance/back-up anytime there is a perceived risk associated with a vehicle pullover.
- b. Certain types of events (e.g., following a suspected armed felon, following a reported stolen vehicle, etc.) increase the likelihood that the offender will fail to yield and attempt to evade arrest.

4. Communications personnel should be updated periodically as the pursuit continues. Pertinent information would include, but are not limited to:

- a. Changes in direction of travel

- b. Hazards encountered (e.g., relevant road/traffic conditions, traffic collisions, shots fired, etc.)
  - c. Objects thrown from the offender's vehicle or persons leaving the offender's vehicle
  - d. Relinquishing the pursuit to another unit or agency
  - e. Reporting the pursued vehicle lost or reporting the discontinuance of the pursuit
- E. Number of units engaged in a pursuit
- 1. The purpose of this guideline is for individual agency policies to address the "authorized number" of law enforcement units and supervisors who may be involved in a pursuit and to describe their specific responsibilities.
  - 2. The spirit of the guideline is to encourage agencies to **limit the number of units involved in a pursuit to the minimum number necessary to apprehend the suspect while providing for the safety of involved persons and the public.**
  - 3. Factors which can impact the number of units in a pursuit include, but are not necessarily limited to:
    - a. Nature of the crime
    - b. Number of suspects involved
    - c. Whether participating units are one-person or two-person cars
    - d. Other clear and articulated facts that would warrant additional units
  - 4. Responsibilities of supporting (secondary) law enforcement units in a pursuit
    - a. Individual agency policies should address the specific responsibilities of supporting (secondary) units involved in a pursuit.
    - b. The responsibilities of supporting (secondary) units may include, but are not necessarily limited to:

- (1) Assumption of communications responsibilities
- (2) Assumption of command and control responsibilities at the conclusion of the pursuit
- (3) Reporting conclusion of the pursuit and the apprehension of the offender(s)

F. Supervisory responsibilities

1. The guidelines encourage agencies to address the specific roles and responsibilities of a supervisor in managing and controlling a vehicle pursuit.
2. Supervisory responsibilities may include, but are not limited to:
  - a. Assumption of management/control of the pursuit
  - b. Deciding whether or not the pursuit should continue based upon the available facts
  - c. Authorizing specific operational tactics to disable a fleeing vehicle or otherwise prevent further flight or escape (e.g., boxing, ramming, spike strips, etc.)



## V. PURSUIT DRIVING TACTICS

### A. Number of law enforcement units in a pursuit

1. The greater the number of units engaged in a pursuit, the greater the potential risk of a collision or other incident.
  - a. Motorists may become confused by multiple law enforcement vehicles operating under "Code 3" (red lights and siren) conditions.
  - b. A driver who yielded to one emergency vehicle in a pursuit may pull into the path of another, erroneously assuming that the emergency vehicle has passed.
2. The number of units engaged in the pursuit should be the minimum number necessary to apprehend the suspect(s) and provide for the safety of involved officers and the public. A variety of factors (e.g., the nature of the crime) will impact the number of units which should be involved in the pursuit.
3. Individual agency policies should establish a specific number of units to be involved in a pursuit.

### B. Exercise of due caution

1. When engaged in a pursuit, officers must exercise due caution with regard to the safety of all persons using the highway.
2. Officers are not relieved or protected from the consequences of an arbitrary exercise of the privileges granted and duties required under Vehicle Code Sections 21055 and 21056.
3. As vehicle speed increases, the time for decision making decreases and the risk of a collision can increase.

### C. Driving practices

1. A critical factor in a pursuit situation is the individual driver's application of common sense and good judgement to their driving practices.
  - a. Tension resulting from the pursuit will increase adrenalin flow.

- b. A driver officer must be aware of the increased adrenalin flow and attempt to remain calm and controlled despite the circumstances.
  - c. Thought processes can be affected as respiration, heart rate and adrenalin flow increases.
2. Considerations for driving tactics
- a. Enter intersections at a safe speed
  - b. Look in all directions prior to entering an intersection, clearing intersections lane by lane, while prepared to stop, if necessary.
    - (1) Other motorists approaching intersections will not always see or hear the emergency vehicle.
    - (2) Effective control of the vehicle permits the officer to react appropriately to uninvolved motorists or pedestrians who fail to yield to the emergency vehicle.
  - c. Begin observation of cross streets before entering intersections.
  - d. Maintain an adequate space cushion around the patrol vehicle.
  - e. Attempt to anticipate the unpredictable actions/reactions of other drivers such as:
    - (1) Making a panic stop in a lane of traffic
    - (2) Suddenly pulling to the left or right
    - (3) Pulling directly into the path of the patrol vehicle
  - f. Passing traffic
    - (1) Pass on the left, not on the right.
    - (2) Other vehicles in the area are required to pull over to the right when they can hear or see emergency vehicles.
    - (3) No unit involved in a pursuit should attempt to pass any other involved unit

unless circumstances dictate such action and it is permissible under the provisions of the prevailing local policy.

- g. Officers should not drive beyond the capabilities of their vehicle or their driving skills.
  - h. Awareness of the patrol vehicle's condition is essential during a pursuit.
    - (1) Brakes often overheat and become less effective (e.g., brake fade).
    - (2) Vehicle overheating may occur. Turn air conditioning off.
3. Use of assisting units
- a. Assisting units can take positions at strategic points along the pursuit path.
  - b. This may assist in stopping the offender's vehicle or it may place the assisting unit in the position of taking over the pursuit in the event the original unit loses sight of the offender or is otherwise forced to discontinue (e.g., due to mechanical problems).

## VI. MANAGEMENT OF LAW ENFORCEMENT VEHICLE PURSUITS

NOTE: This section references a variety of issues which should be addressed by individual agency pursuit policies. Because individual policies may vary, the curricula is deliberately general.

### A. Discontinuing or terminating a vehicle pursuit

1. As used in the pursuit policy guidelines "discontinuing" a pursuit refers to the decision and action of the pursuing law enforcement driver to stop chasing the fleeing vehicle.
2. The pursuit policy guidelines describe "terminating" a pursuit as the application of specific operational tactics (e.g., blocking, ramming, etc.) to disable a fleeing vehicle or otherwise prevent flight or escape of the offender(s).
3. The decision to discontinue or terminate a pursuit should be based upon the need to balance the known offense and the need for immediate capture against the risks to officers and the public created by the pursuit.
4. General considerations for discontinuing a pursuit
  - a. Once the vehicle and offender(s) are identified, and they are no longer considered an immediate risk to the public, it may be possible to discontinue the pursuit.
  - b. This may be an option where apprehension and prosecution is possible by follow-up investigation and the subsequent acquisition of an arrest warrant.
  - c. Individual agency policies may identify specific circumstances when an officer is obligated to discontinue a pursuit.
2. Roadblocks, barricades or other pursuit termination tactics
  - a. Deliberately barricading a roadway to stop a pursuit may be viewed as the use of deadly force if an offender (or other person) is injured or killed as a result.

- b. Use of roadblocks, barricades or other pursuit termination techniques should be employed only if permitted by the prevailing agency policy, in conformance with the provisions of law.

**NOTE:** Instructors may wish to cover *Brower vs. County of Inyo* (1989), a pursuit case which discusses a barricaded roadway as a seizure issue.

B. Air Support

- 1. If an agency has access to air support, their pursuit policies should address procedures and considerations for the coordination of air and ground units during a pursuit.
- 2. Uses of aircraft include, but are not necessarily limited to:
  - a. Maintaining visual contact with the pursued vehicle
  - b. Providing information to help officers and supervisors in evaluating whether to continue or terminate the pursuit
  - c. Reporting actions of the offenders or other persons in the pursued vehicle
  - d. Illuminating the offender's vehicle during hours of darkness
  - e. Assuming broadcast responsibilities
  - f. Identifying and recording all law enforcement vehicles involved in the pursuit
  - g. Coordinating ground units to apprehend the offender(s) at the conclusion of the pursuit
  - h. Maintaining air surveillance of the offender's vehicle after the pursuit is concluded and directing ground units to the offender's ultimate location
  - i. Directing non-law enforcement aircraft away from the emergency operation scene
- 3. Aircraft can also provide direct assistance to ground units by

- a. Further identifying the pursued vehicle and occupants
- b. Reporting changes to the offender vehicle's direction of travel
- c. Reporting pedestrian and vehicular traffic patterns ahead of the pursuit
- d. Reporting any potential hazards in the pursuit path
- e. Reporting dangerous or erratic driving by the offender
- f. Reporting any traffic collisions which occur during the pursuit
- g. Following the offender if ground units elect to discontinue the pursuit
- h. Assisting in post-pursuit direction and control

C. Capture of offender(s)

- 1. Individual agency pursuit policies should also address specific tactics/considerations for taking persons into custody following a pursuit.
- 2. Specific issues can include, but are not necessarily limited to:
  - a. Management and control of post-pursuit activity
  - b. Responsibility for scene command
  - c. Authorized tactics
  - d. Required communications
  - e. Resource needs
  - f. Public, officer and offender safety
  - g. Procedures for obtaining medical treatment
  - h. Interjurisdictional considerations

NOTE: Individual agency policies may simply reference other pertinent pre-existing policies (e.g., use of force, arrest and control tactics, use of special equipment, etc.), rather than including redundant detail within their vehicular pursuit policy.

D. Use of deadly force/firearms

1. It is recommended that individual agency policies address the use of deadly force/firearms in relation to a vehicular pursuit.
2. Specific issues can include, but are not necessarily limited to:
  - a. Factors associated with discharging a firearm at or from a moving vehicle
  - b. Circumstances under which deadly force may be used during a pursuit
  - c. Informing others involved in the pursuit of the decision to use deadly force/firearms

NOTE: Individual agencies may elect to simply reference their shooting policy within their pursuit policy. The spirit of the recommendation, however, is to ensure that agency policies provide peace officers with guidance concerning the use of deadly force/firearms within the specific context of a vehicular pursuit.

E. Interjurisdictional considerations

1. Law enforcement vehicle pursuits frequently result in:
  - a. Peace officers from a variety of agencies becoming involved in the pursuit
  - b. The pursuit leaving one geographical jurisdiction and entering one or more others
2. Throughout the state, many agencies have identified difficulties related to interjurisdictional pursuits and the attendant problems of effective management and control.
  - a. As a result, the pursuit guidelines suggest that individual agency policies identify protocols for interjurisdictional pursuits.

- b. The spirit of this guideline is to promote the development of local, countywide or regional agreements.
- 3. Specific factors addressed by these agreements may include, but are not necessarily limited to:
  - a. Supervisory control
  - b. Communications and notifications
  - c. When an officer may assist an outside agency
  - d. Limits an agency may establish to not become involved in the pursuit
  - e. Relinquishing a pursuit to another jurisdiction
  - f. Coordination and control at the conclusion of the pursuit
  - g. Responsibility for arrestees
  - h. Post-pursuit administrative activities
  - i. Addressing conflict among agency policies and interjurisdictional agreements
- F. Reporting and post-incident evaluation
  - 1. It is recommended that individual agency policies address pursuit reporting and post-pursuit analysis.
  - 2. Specific issues can include, but are not necessarily limited to:
    - a. Recording minimum information related to every pursuit
    - b. Completion of the California Highway Patrol Form 187 (as required by Vehicle Code Section 14602.1)
    - c. Analyzing pursuit data for any trend information
    - d. Providing feedback to managers, supervisors and officers



- e. Using data to:
  - (1) Assess training needs
  - (2) Establish employee accountability
  - (3) Identify the need for policy revision
- f. Establishing a formal review process for all vehicle pursuits.

# **SUMMARY OF GUIDELINES FOR THE DEVELOPMENT OF LAW ENFORCEMENT AGENCY VEHICLE PURSUIT POLICIES**

## **INTRODUCTION**

The following is a summary of guidelines developed by the California Commission on Peace Officer Standards and Training (POST) as mandated by Penal Code Section 13519.8. Penal Code Section 13519.8 required POST to develop uniform minimum guidelines for adoption by California law enforcement agencies relating to the development of "high-speed" vehicle pursuit policies. In addition, POST was required to develop courses of instruction for the training of law enforcement officers in the handling of "high-speed" vehicle pursuits.

As required by the law, the guidelines and courses of instruction stress the importance of vehicle safety and emphasize the obligation of law enforcement agencies to protect public safety. Additionally, the guidelines recognize the need to balance the known offense and the need for immediate capture against the risks to officers and the public created by the pursuit.

## **MINIMUM COMPONENTS OF PURSUIT POLICIES**

### **I. WHEN TO INITIATE A PURSUIT**

**Guideline:** The policy should define a "pursuit," articulate the reasons for which a pursuit is authorized and identify the issues that must be considered in reaching the decision to pursue.

**COMMENT:** The spirit of this guideline is for individual agencies to identify when an officer is legally and procedurally authorized to become involved in a vehicle pursuit.

### **II. NUMBER OF INVOLVED LAW ENFORCEMENT UNITS PERMITTED AND RESPONSIBILITY OF PRIMARY AND SECONDARY UNITS**

**Guideline:** The policy should establish the authorized number of law enforcement units and supervisors who may be involved in a pursuit. It should describe the responsibility of each authorized unit and role of each officer and supervisor.

COMMENT: The spirit of this guideline is to encourage agencies to limit the number of units involved in a pursuit to the minimum number necessary to apprehend the suspect and provide for the safety of involved persons and the public.

### III. COMMUNICATIONS

**Guideline:** The policy should clearly describe the communications procedures associated with a pursuit.

COMMENT: The spirit of this guideline is for individual agencies to identify communications procedures which will support the coordinated management of the pursuit. This should include a process for the timely notification of support personnel and allied jurisdictions.

### IV. SUPERVISORY RESPONSIBILITIES

**Guideline:** The policy should describe the role of the supervisor in managing and controlling a pursuit.

COMMENT: The spirit of this guideline is for individual agencies to identify the responsibilities of their supervisors regarding the management of a pursuit. This should include the identification of a process for assessing and exercising appropriate control over the pursuit, a process for the approval of pursuit termination tactics (e.g., ramming, blocking, boxing, etc.), and the circumstances under which a supervisor may be required to terminate a pursuit.

### V. DRIVING TACTICS

**Guideline:** The policy should describe authorized and prohibited driving tactics and the circumstances under which the tactics may be appropriate or become unauthorized.

COMMENT: The spirit of this guideline is for individual agencies to identify what types of driving tactics they permit during the conduct of a pursuit and which types of driving tactics they prohibit. Generally, the driving tactics which are authorized or prohibited will vary depending upon a number of factors which include, but are

not limited to: prevailing driving conditions, the seriousness of the offense, availability of air support, and overall risk to the public.

VI. BLOCKING, RAMMING, BOXING AND ROADBLOCK PROCEDURES

**Guideline:** The policy should describe the tactics that are authorized to terminate a pursuit. The policy should describe the circumstances and conditions in which each tactic is authorized to be used.

COMMENT: The spirit of this guideline is for individual agencies to identify the criteria when pursuit termination tactics may be used to end a vehicle pursuit. Likewise, if pursuit termination tactics are not permitted, this should be referenced in the agency policy.

Generally, a number of considerations will impact the desirability of using pursuit termination tactics to end a pursuit. These may include, but are not necessarily limited to: the risk to the public which would result from the suspect's continued flight, the desirability for intervention before the suspect vehicle can enter a congested area, etc.

VII. SPEED LIMITS

**Guideline:** The policy should identify the factors to consider in determining appropriate speeds during a pursuit.

COMMENT: The spirit of this guideline is for individual agencies to identify considerations relating to the safe and reasonable speed of law enforcement vehicles involved in a pursuit.

Considerations which may impact the speed of a pursuit include, but are not necessarily limited to, the location of the pursuit (e.g., near schools, business districts, etc.), the time of day, weather conditions, visibility, road conditions, seriousness of the offense, or other factors which relate to the overall risk to the involved officers and members of the public.

VIII.

AIR SUPPORT

**Guideline:** Where an agency uses fixed-wing aircraft or helicopters during a pursuit, procedures should be developed to ensure coordination by the air unit and the ground law enforcement units.

COMMENT: The spirit of this guideline is for those individual agencies who have the capability of air support to identify specific procedures for the use of this resource in the management of a pursuit.

The application of air support, if available, may provide an enhanced opportunity to maintain visual contact with the pursued vehicle, offer enhanced illumination, coordinate the movement of ground units, and assist with radio broadcast responsibility.

IX.

TERMINATION OF A PURSUIT

**Guideline:** The policy should clearly describe the reason(s) for terminating/discontinuing a pursuit. The reason(s) should include the condition of the vehicle, driver, roadway, weather, traffic and potential hazards to bystanders and motorists. The policy should stress the importance of vehicle safety and protecting the public, and identify the issues that will enable officers to balance the known offense and the need for immediate capture against the risks of a pursuit to officers and citizens.

COMMENT: The spirit of this guideline is for individual agencies to identify criteria regarding when a pursuit should be discontinued/terminated. In addition, the spirit of the guideline is to emphasize the responsibility of law enforcement to protect public safety.

X.

CAPTURE OF SUSPECTS

**Guideline:** The policy should describe the critical issues associated with taking an offender(s) into custody immediately following a pursuit.

COMMENT: The spirit of this guideline is for agencies to identify (or reference) prevailing policies relating to the physical arrest of suspects involved in a pursuit.

XI. USE OF DEADLY FORCE (FIREARMS)

**Guideline:** The policy should address the use of deadly force (firearms).

COMMENT: The spirit of this guideline is for agencies to identify (or reference) their prevailing policy regarding the use of deadly force/firearms in a pursuit situation.

Among the issues which would be germane to this guideline would be policies relating to discharging a firearm at a moving vehicle or discharging a firearm from a moving vehicle.

XII. INTERJURISDICTIONAL CONSIDERATIONS

**Guideline:** The policy should describe procedures to ensure effective coordination, management and control of interjurisdictional pursuits.

COMMENT: The spirit of this guideline is for agencies to identify policies associated with pursuits involving law enforcement personnel from multiple jurisdictions and/or pursuits which leave one jurisdiction and enter another. Policies should also address notifications and communications protocol which relate to the efficient management of the pursuit.

XIII. REPORTING AND POST-PURSUIT ANALYSIS

**Guideline:** The policy should provide procedures for reporting pursuits and ensuring post-pursuit analysis, review and feedback.

COMMENT: The intent of this guideline is for agencies to identify a process by which pursuits will be formally critiqued. The spirit of this guideline is to provide accountability for pursuit activities, reveal pursuit trends, enhance pursuit safety, identify training needs and determine if policy revisions are appropriate.

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title POST Certification for a Law Enforcement Executive Secretary's Course		Meeting Date January 12, 1995
Bureau Training Delivery & Compliance	Reviewed By Ronald T. Allen <i>R/T/ABC</i>	Researched By Gary C. Sorg
Executive Director Approval <i>William C. Boehm</i>	Date of Approval <i>12-20-94</i>	Date of Report December 20, 1994
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUES

Should the Commission approve additional topics for certification for civilian (non-sworn) training courses, specifically certification for a Law Enforcement Executive Secretary's Course?

BACKGROUND

During several meetings of the California Police Chiefs' Association's Training Committee in 1994 it was determined that there was a need for a course for secretaries of law enforcement chief executives. The Training Committee further determined this course to be a high priority training need and directed the committee chairman to seek POST certification for this course. Following the direction of the Training Committee, the chairman contacted the Contra Costa Criminal Justice Training Center at Los Medanos College and asked that they develop curriculum for the course, based on input from the Cal Chiefs' Training Committee. In response to this request, Los Medanos College developed the curriculum and submitted a certification request to POST for the course (Attachment "A").

POST rejected the certification request based primarily on Commission Policy established in 1986 narrowly limiting certification for courses to train civilian personnel. The secondary consideration was the cost of the course at a time when POST is looking to conserve resources.

Upon learning that the course would not be certified, Chief Jim Nunes, Chairman of the Cal Chiefs' Training Committee, wrote to the Executive Director expressing his disappointment and asked that the Commission reconsider policy concerning this issue (Attachment "B").

## ANALYSIS

At the direction of the Commission, POST staff conducted a study in 1985 of all civilian (non-sworn) positions in law enforcement to identify the number and classification of non-sworn personnel, including non-sworn supervisors and managers. A survey questionnaire was sent to all police departments, sheriffs' departments, and campus police departments in the POST program to determine the view of law enforcement officials on POST's training program for civilian employees. Some 280 (68%) of 412 surveys were returned, including 228 from police departments, 37 from sheriff's departments, and 15 from campus police departments.

There were two questions asked in the survey that have a bearing on the issue at hand. One of these questions was "list opposite the appropriate non-sworn employee category, courses that are needed but not available." Responses were as follows:

Admin. Aide for Office of the COP	- 2 responses statewide
Secretary Course	- 7 responses statewide

The other pertinent question to this issue was "list below the non-sworn assignments or positions for which POST should not develop training courses." Responses were as follows:

Fleet Maintenance	- 74 responses statewide
Animal Control	- 46 responses statewide
Clerical	- 41 responses statewide
Parking/Traffic	- 31 responses statewide
Polygraph	- 25 responses statewide
Other (Misc.)	- 15 responses statewide
Janitorial	- 14 responses statewide
Fiscal	- 11 responses statewide
Warrants	- 11 responses statewide
Administrative	- 10 responses statewide

As a result of a report on the study and survey results to the Commission at the April 24, 1986 meeting, the Commission voted unanimously to approve the following training plan for non-sworn employees:

1. Continue existing POST-certified courses available to non-sworn employees.
2. Expand presentations of existing POST-certified courses applicable to non-sworn employees based upon survey results and demonstrated need. Such courses should restrict curriculum to law enforcement functions, i.e. Basic Complaint Dispatcher Course, Complaint Dispatcher Update Course, Records Clerk, and Community Service/Public Safety Officer.



3. Certify the following additional courses for non-sworn employees which focus on the law enforcement function and permit multiple agency attendance by sworn officers and non-sworn personnel, i.e. Property/Evidence Control Course, Warrants Course, Telecommunications Training Mandated by the FBI, and a Dealing With The Public Course.
4. Develop and certify a non-sworn Supervisory Course.

In its April 1986 action the Commission authorized no other civilian courses and clearly the emphasis was on restricting curriculum to or focusing on "law enforcement functions." The 1986 report and Commission action are attached (Attachment "C").

#### CONCLUSION

Current policy appears to preclude certifying a course for departmental executive secretaries. That policy was adopted in 1986 pursuant to field input. Availability of funding is always an issue in expanding the groups eligible for reimbursement of training. A larger consideration, however, may be the appropriateness of expanding non-sworn training in this direction. In any event, the Chiefs have respectfully called attention to a training need they would like the Commission to consider changing policy to accommodate. It is anticipated that there will be members from Cal Chiefs at the Commission meeting prepared to speak to this issue.

Attachments

PUBLIC SAFETY SECRETARY SEMINAR

I. Being Effective with Difficult People

Theory

The five assumptions

Course objectives

Theory

Identification

Understanding

Strategies

Coping Style

Personal Action Plan

The Process

The eighteen steps

Effective Relationships

Characteristics

Acceptance

Active Listening

Roadblocks

Sending

Tips on Performance

The Ten Difficult Behaviors

The resource list

Alternatives

Follow-up activities

How Did I get this way

General Concepts

Coping

Activity

Scenarios and Role Play

Class participation

II. Assertive Communications

Variables that affect ability to transmit  
messages with clarity and concisely

Elements in every correspondence

B.I.O.N.I.C.

Hard vs. Smart

Active Listening

Techniques and Process

Deciphering what you are hearing

Communicating with your boss

Essentials

The formula

Speaking for the boss

10-14-93

4000-4012

K-1

## The telephone

### Dynamics

Voice quality

Techniques of interviewing

Lets look at the introduction and set the tone

Values, principals and ethics

### Media Relationships

Their role vs. yours

Types of media and their strategies

Responding with class

### Role play activity

Listening and communicating

Communicating with the boss

Lets use the telephone

Media response

## III. Interpersonal Insight and Leadership

Values and Principles

Commitment

Empowerment - Improvement and success

The Diagnostic Process

Personal Insight

Self-Assessment and Analysis

Enabling others to Act

Modeling

Organizational Insight

Goals - Personal and Organizational

Active Listening

Building Trust

Exploring Resources

Communications - Telling vs. Selling

Importance of Timing

## IV,

### CAREER INTEGRITY

#### A. Basic Assumption

1. Criminal Justice employees in California are ethical
2. It is every employees responsibility to act as the "keeper of the ethics"

#### B. Current ethical crisis in the world

1. Iran - Contra Affair
2. Wall Street
3. Professional Sports
4. Medical Field
5. Television Evangelists
6. College Cheating
7. Law Enforcement

#### C. Review Course Goals

1. To encourage self examination
2. To enhance awareness of one's own values
3. To examine deviations from our personal standards
4. To encourage accepting responsibility for our actions
5. To plan future decision making according to our values and standards
6. To highlight common feeling of "what is right"

#### D. Review Definitions

1. Terms
  - a. Values: those fundamental beliefs upon which decisions and conduct is based

b. Ethics: accepted rules of conduct governing an individual or group

c. Principles: ethical standards relied upon for guidance in decision making

## 2. Types of Values

a. Personal: those individual beliefs which one relies upon

b. Organizational: those collective beliefs which which characterize an organization

c. Professional: those beliefs which are fundamental to and characterize a specific vocational group or discipline

d. Societal: those beliefs reflected by the norms of the greater community

## ETHICAL DILEMMA

A. Video - Star Chamber

B. Discussion of who experienced ethical dilemmas

C. Questions for class

1. What makes one decision right in one case and wrong in another?

2. How much influence do others have on our decision making capacity?

## CASE STUDIES

A. Small Group discussions

1. Each member of the established groups will discuss a ethical dilemma of which they are familiar

2. The group will decide which dilemma is worthy of class discussion and present it to the class

3. The presentation will include areas such as options in the decision making process and the effects of a unethical decision on others

## **STANDARDS**

- A. Discuss concepts of organizational and personal value formation
- B. Usefulness of a variety of standards to evaluate behavior, conduct, and decisions with respect to the issues discussed
- C. Law enforcement profession possesses ample resource of standards already in place:
  - 1. Law Enforcement Code of Ethics
  - 2. CPOA Code of Professional Conduct
  - 3. Department Policy and Procedures
  - 4. Professional Peer Impact
- D. Professional standards must be used, personal standards are often times in conflict
- E. Develop a yardstick for considering ethical dilemmas and making decisions

## **SUMMARY**

- A. Call for action:
  - 1. Is there a right way to do a wrong thing?
  - 2. Examine your own behavior first
  - 3. Do what you can
- B. Consider the ethics check list
  - 1. Is it legal ?
  - 2. Is it balanced ?
  - 3. How will it make me feel about myself ?
    - a. Will it make me proud?
    - b. Would I want others to know the decision I made?

**WE MUST DEMONSTRATE PURPOSE, PRIDE, PATIENCE AND PERSPECTIVE IN OUR ETHICAL DECISION MAKING**



# California POLICE CHIEFS Association Inc.

ATTACHMENT "B"

1455 Response Rd., Suite 190 Sacramento, California 95815 Telephone (916) 923-2375 (916) 923-1825 FAX (916) 263-6090

## OFFICERS

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Pomona

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STANDARDS & ETHICS  
CRAIG STECKLER  
Fremont  
LAW & LEGISLATION  
TOM SIMMS  
Roseville  
WAYS & MEANS  
ROY HARMON  
Yuba City  
PUBLICATIONS  
BROOK McMAHON  
Pismo Beach  
NOMINATIONS  
FLOYD SANDERSON  
Monterey  
RETIRED MEMBERS  
JIM SIMMONS  
Albany (Retired)

.....

EXECUTIVE DIRECTOR  
Rodney K. Pierrin

November 28, 1994

Dr. Norm Boehm, Executive Director  
Commission on Peace Officers Standards  
and Training  
1601 Alhambra Blvd.  
Sacramento, CA 95816-7083

Re: Public Safety Executive  
Secretary Seminar

Dear Dr. Boehm:

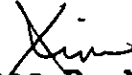
I was disappointed to learn that P.O.S.T. has decided not to certify and/or fund the Public Safety Executive Secretary Seminar. I know that this will also be a disappointment to Police Chiefs and other executives throughout California. As you are aware, the California Police Chiefs Association's Training Committee strongly endorsed this seminar and will not be pleased with this decision.

I recognize that this seminar may not fall under P.O.S.T.'s current guidelines for certification or funding but want to reiterate the importance of this course. P.O.S.T. presently certifies and funds courses for dispatchers, supervisors, clerks and other civilian personnel. We are grateful for this, however feel that public safety executive secretaries are very important assistants and need periodic training as well. Their competence is vital to the chiefs executives and the agency's survival. Their competence and people skills are imperative to any organization.

I wish to appeal to you on P.O.S.T.'s decision not to certify and fund the Public Safety Executive Secretary Seminar on behalf of the California Police Chiefs' Association Training Committee and ask that you agendize this matter for P.O.S.T.'s upcoming Long Range Planning Committee and stress the importance this course has to California Chiefs. This is a high priority to us even if the P.O.S.T. training survey completed in 1986 by training managers didn't indicate same. I believe a current survey of Chief executives would place executive secretaries in a higher training priority.

I wish to thank you in advance for your consideration of our concerns. Please let me know if we can be of any assistance to you in your pursuit of this request.

Respectfully,

  
James R. Nunes  
Chief of Police

cc: Chief Larry Todd,  
CPCA President  
CPCA Training Committee Members  
Ms. Diane Jorgenson, LMC Criminal  
Justice Training Center  
Chief Jim Bray, Chairman CCCPCA

Attachments



STATE OF CALIFORNIA  
DEPARTMENT OF JUSTICE



**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

GEORGE DEUKMEJIAN, *Governor*  
JOHN K. VAN DE KAMP, *Attorney General*

COMMISSION MEETING MINUTES  
April 24, 1986  
Sacramento Hilton Inn  
Sacramento, California

The meeting was called to order at 10:00 a.m. by Vice-Chairman Wilson.

Commissioner Block led the salute to the flag.

ROLL CALL OF COMMISSION MEMBERS

A calling of the roll indicated a quorum was present.

Commissioners Present:

B. Gale Wilson	- Vice-Chairman
Sherman Block	- Commissioner
Glenn Dyer	- Commissioner
Cecil Hicks	- Commissioner
Edward Maghakian	- Commissioner
Raquel Montenegro	- Commissioner
C. Alex Pantaleoni	- Commissioner
Charles B. Ussery	- Commissioner
Robert Wasserman	- Commissioner
John Van de Kamp	- Attorney General - Ex Officio Member
	(Arrived approximately 10:45 a.m. -
	Departed approximately 11:45 a.m.)

Commissioners Absent:

Robert Vernon	- Chairman
Carm Grande	- Commissioner

Also Present:

Gerald W. Clemons, Attorney General Representative  
Carolyn Owens, Vice-Chairman, POST Advisory Committee Representative  
Gary Wiley, POST Advisory Committee Representative

Staff Present:

Norman Boehm	- Executive Director
Glen Fine	- Deputy Executive Director
Don Beauchamp	- Assistant to the Executive Director
Dave Allan	- Bureau Chief, Compliance & Certificate Services
Ron Allen	- Bureau Chief, Training Delivery Services, North
John Berner	- Bureau Chief, Standards and Evaluation Services
Gene DeCrona	- Bureau Chief, Executive Office

it would be inappropriate for the Commission to give consideration or make a decision to provide the Basic Certificate to Patrol Special Officers as requested by the City Attorney.

The following action was taken:

MOTION - Block, second - Maghakian, carried unanimously to direct staff to meet with San Francisco city officials to obtain all necessary facts and present to the Commission at its July 1986 meeting an articulation of those facts and recommendations of other options which may be available to the Commission.

F. Civilian Training Study Report

As directed by the Commission at the October 1984 meeting, staff conducted a study of all civilian (non-sworn) positions in law enforcement to identify the number and classifications of non-sworn personnel, including non-sworn supervisors and managers. Based upon information received, a training plan for non-sworn employees was developed which was presented to the Commission as a proposal.

MOTION - Pantaleoni, second - Montenegro, carried unanimously to approve the following Training Plan for Non-Sworn Employees:

1. Continue existing POST-certified courses available to non-sworn employees.
2. Expand presentations of existing POST-certified courses applicable to non-sworn employees based upon survey results and demonstrated need. Such courses should restrict curriculum to law enforcement functions, i.e.:
  - a. Basic Complaint Dispatcher Course
  - b. Complaint Dispatcher Update Course
  - c. Records Clerk
  - d. Community Service/Public Safety Officer
3. Certify the following additional courses for non-sworn employees which focus on the law enforcement function and permit multiple agency attendance by sworn officers and non-sworn personnel:
  - a. Property/Evidence Control Course
  - b. Warrants Course
  - c. Telecommunications Training Mandated by FBI
  - d. Dealing With The Public Course
4. Develop and certify a non-sworn Supervisory Course.

G. Contract Approval for a Shoot/No-Shoot Firearms Training Simulator

In response to an RFP for a shoot/no-shoot firearms training simulation system, which was authorized at the January 1986 Commission meeting, five proposals were received and three proposals selected as meeting the minimum RFP requirements. These three reports were further evaluated on the basis of oral presentations.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Civilian Training Study</b>		Meeting Date <b>April 24, 1986</b>
Bureau <b>Training Program Services</b>	Reviewed By <b>Glen Fine</b>	Researched By <b>Hal Snow</b>
Executive Director Approval <i>Morrison C. Cochran</i>	Date of Approval <b>4-7-86</b>	Date of Report <b>March 3, 1986</b>
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report           Financial Impact <input checked="" type="checkbox"/> Yes (See Analysis per details) <input type="checkbox"/> No		

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Approval of a POST Training Plan for Non-Sworn employees.

BACKGROUND

At the October 1984 meeting, the Commission, after receiving a report on the Public Safety Dispatcher Study directed staff to conduct a study of all civilian (non-sworn) positions in law enforcement. The report indicated that a manpower assessment should be directed to determining the classifications and numbers of non-sworn personnel holding these positions including non-sworn supervisors and managers. This information along with the identification of the training needs of non-sworn personnel would be used for the purpose of developing a comprehensive training plan for civilian positions in law enforcement.

A survey of California Law Enforcement Non-Sworn Employee Allocation and Training Needs was distributed to all police departments, sheriffs departments, and campus police departments in July 1985. Based upon an analysis of this survey results and other field input, a proposed POST training plan for non-sworn employees was developed. This study focuses on an analysis of survey results and the proposed plan.

For economic and other reasons, California law enforcement is increasingly turning to the use of non-sworn employees. Assumption of a wide variety of activities by non-sworn employees has permitted greater attention to operational and traditional law enforcement functions by sworn peace officers. While POST was created to expressly address the selection and training needs of sworn officers, it has increasingly provided selected training courses for non-sworn personnel.

ANALYSIS

Current Commission policy on training for non-sworn and paraprofessional personnel is embodied in Commission Regulation 1014 and Procedure E-1-4a (Attachment A). Generally, POST policy is to require employing jurisdictions to obtain prior written approval from the Commission for non-sworn personnel to attend reimbursable training except as provided in Procedure E-1-4a. Non-sworn persons performing police tasks

who are to be assigned or are assigned to certain specified job classes are eligible, without prior approval from POST, to attend training courses that are specific to their job assignments. Reimbursement for training which is not specific to one of the job classes enumerated must be approved by POST on an individual basis prior to the beginning of the course. Reimbursement for non-sworn personnel is computed in the same manner as for sworn personnel according to the reimbursement plan for each course. No reimbursement is provided for the training of non-sworn personnel for expenses associated with POST-mandated courses, except for police trainees/cadets/ community service officers/non peace officer Deputy I attending the Basic Course and full-time, non-sworn employees assigned to a middle management or higher position attending a certified Management Course.

POST currently provides numerous certified courses that are expressly designed for non-sworn employees or those which may be attended by both sworn and non-sworn alike. As indicated in Attachment B, over 2,612 non-sworn employees were trained in POST-certified courses during the 1984-85 fiscal year which is 7% of the total 37,664 trainees. POST reimbursement for these trainees amounted to \$907,311 or 3% of the total \$27,385,939. It is anticipated that this cost will be reduced for the forthcoming year because of the transfer of Jail Operations and Management Courses to the Board of Corrections. See Attachment C for a listing of Existing POST-Certified Courses applicable to non-sworn.

POST has no legal mandate to reimburse for the training of non-sworn employees. Legal advice previously received concluded POST does have such authority and has been doing so since the late 1960's. Unlike the situation for sworn officers, POST has no training or selection mandates for non-sworn personnel and thus there is less imperative to provide reimbursement. It appears POST has no legislative authority to establish standards for non-sworn.

To provide greater emphasis to the training of sworn officers, it has also been suggested that non-sworn training receive a lesser rate of reimbursement. The Commission may wish to consider eliminating salary reimbursement for non-sworn training; the majority of such courses include salary reimbursement as Job Specific Technical. It is estimated that POST's current expenditure of \$907,311 would be reduced by at least 50% or \$453,655, by eliminating salary reimbursement for non-sworn employees. Elimination of salary reimbursement would require a public hearing to change Regulation 1014.

To determine the view of law enforcement officials on POST's training program for non-sworn employees, all police, sheriffs and campus law enforcement agencies were sent a questionnaire in July, 1985. The following is a brief summary of the results for the Survey of California Law Enforcement Non-Sworn Employee Allocation and Training Needs (Attachment. I):

Survey Response--280 or (68%) of 412 surveys were returned including 228 from police departments, 37 from sheriff's departments and 15 from campus police departments.

Classification of Persons Completing Survey:

59 - Chief or Sheriff	10 - Officer or Deputy
6 - Undersheriff, Deputy Chief	12 - Civilian Manager, Supervisor
92 - Lieutenant, Captain, Commander	15 - Other Civilian
52 - Sergeant	42 - Training Manager/Officer

Responding Agencies--Represent 36,518 sworn officers or 77% of the 47,236 total number of officers employed in agencies surveyed.

Non-Sworn Employees--17,438 represented by the sample of agencies responding. It can be projected that there are a total of 20,173 non-sworn employees. See Attachment D for Projected Number of Non-Sworn Employees by Job Assignment.

Job Titles--Over 312 different job titles were identified for non-sworn employees. See Attachment E for Job Titles of Non-Sworn Employees.

Non-Sworn Training Needs Identified--Suggestions for new courses vary from agency to agency depending on size, use of non-sworn employees, and local conditions. Law enforcement is very much divided regarding the need to provide training for some categories of non-sworn, i.e., clerical, records, animal control, etc. See Attachment F for List of Non-Sworn Training Needs.

Additional Presentations of POST-Certified Courses--Were suggested for certain geographical areas, i.e., Basic Complaint Dispatcher, Complaint Dispatcher Update, Records Clerk, etc., etc. See Attachments B and G.

Miscellaneous Survey Results--Overwhelmingly (86%), survey response indicated POST should continue to certify courses for non-sworn employees and should consider certifying a few additional selected courses. Over 79% indicated POST should certify a general Supervisory Course that would be applicable to any non-sworn, supervisory assignment. Over 53% support POST developing a combined Supervisory/Management Course for non-sworn that would be applicable to both supervisors and managers. See Attachment G.

With these survey results in mind, a tentative POST Training Plan For Non-Sworn Employees was developed. The plan was further refined as the result of input from law enforcement organizations and the POST Advisory Committee. The plan reflects by-in-large the desires of law enforcement by modestly expanding POST training for non-sworn, yet stops well short of providing every course suggested in the survey as a need. For example, it is recommended POST not certify the following for specified rationale:

<u>Course</u>	<u>Rationale</u>
a. Supervisory Courses for Particular Assignments, i.e., Dispatch.	The generalist course for Non-Sworn Supervisor/Managers will satisfy the need.
b. Stress Awareness Stress Reduction	POST policy is to provide such training to train trainers and supervisors. It is also part of the curriculum of other courses i.e., Basic Dispatchers. Such courses are readily available through community colleges, adult education, or internally within some agencies.

- c. Self-Development Courses  
Not Related to a Particular Job.

POST certifies only training related to the law enforcement function.

- d. Non-Law Enforcement Functions, i.e., Janitorial, Fleet Maintenance, Clerical, Computer Operator, Cooks, Accounting, Animal Control etc.

Local agency responsibility. These functions are normally not performed by peace officers.

The following is a proposed POST Training Plan For Non-Sworn Employees.

POST Training Plan For Non-Sworn Employees

1. CONTINUE EXISTING POST-CERTIFIED COURSES AVAILABLE TO NON-SWORN EMPLOYEES (See Attachment C for Existing Courses)
2. EXPAND PRESENTATIONS OF EXISTING POST-CERTIFIED COURSES APPLICABLE TO NON-SWORN BASED UPON SURVEY RESULTS AND DEMONSTRATED NEED. SUCH COURSES SHOULD RESTRICT CURRICULUM TO THE LAW ENFORCEMENT FUNCTION. (See Attachment H)
  - a. Basic Complaint Dispatcher Course
  - b. Complaint Dispatcher Update Course
  - c. Records Clerk
  - d. Community Service/Public Safety Officer
3. CERTIFY THE FOLLOWING ADDITIONAL COURSES FOR NON-SWORN EMPLOYEES WHICH FOCUS ON THE LAW ENFORCEMENT FUNCTION AND PERMIT MULTIPLE AGENCY ATTENDANCE BY SWORN OFFICERS AND NON-SWORN PERSONNEL: (See Attachment F)
  - a. Property/Evidence Control Course
  - b. Warrants Course
  - c. Telecommunications Training mandated by FBI
  - d. Dealing With The Public Course
4. DEVELOP AND CERTIFY A NON-SWORN SUPERVISORY COURSE

This plan has the support of various law enforcement groups including the POST Advisory Committee primarily because it maintains the present emphasis on the training of sworn officers, yet proposes to modestly increase training opportunities for non-sworn employees. The plan can serve as a guide for the immediate future in developing and certifying additional courses. It is recognized that the plan should be periodically examined and updated.

RECOMMENDATIONS

Approve the following as POST policy on the training of non-sworn employees:

1. Continue existing POST-certified courses applicable to non-sworn employees.
2. Expand presentations of selected existing POST-certified courses applicable to non-sworn employees as indicated in the survey.
3. Certify additional designated courses applicable to sworn officers and non-sworn employees as indicated in the survey.
4. Develop and certify a generic non-sworn supervisory course.

## COMMISSION REGULATION 1014

## 1014. Training for Non-Sworn and Paraprofessional Personnel

(a) Reimbursement shall be provided to Regular Program agencies for the training of non-sworn personnel performing police tasks and paraprofessional personnel, provided for by POST Administrative Manual Section E-1-4a, (adopted effective April 15, 1982), herein incorporated by reference.

(b) Request for Approval

(1) Non-Sworn or Paraprofessional Personnel. Whenever it is necessary for the employing jurisdiction to obtain prior written approval from the Commission for non-sworn or paraprofessional personnel to attend reimbursable training, the agency shall include in the approval request the following information regarding each individual. (See PAM Section E-1-4a):

(A) The trainee's name and job title.

(B) Job description.

(C) Course title, location and dates of presentation.

(2) Request for approval must reach the Commission 30 days prior to the starting date of the course.

(c) Reimbursement

Reimbursement for non-sworn and paraprofessional personnel is computed in the same manner (except as noted below) as for sworn personnel according to the reimbursement plan for each course appropriate for the employee's classification as set forth in the POST Administrative Manual, Section E-1-4a, (adopted effective April 15, 1982), herein incorporated by reference.

No reimbursement is provided for the training of non-sworn personnel for expenses associated with courses enumerated in Regulation 1005(a)(b)(c)(d)(e), except as provided in PAM Section E-1-4a (3) and (4).

## COMMISSION PROCEDURE E-1-4

1-4. General Requirements: General requirements relating to reimbursement are as follows:

a. Training for Non-sworn and Paraprofessional Personnel: Reimbursement is provided for the training of non-sworn personnel performing police tasks and for paraprofessionals attending a certified Basic Course.

1. The training shall be specific to the task currently being performed by an employee or may be training specific to a future assignment which is actually being planned.

2. Non-sworn personnel may attend the courses identified in Section 1005(a)(b)(c)(d)(e), but reimbursement shall not be provided except as indicated in sub-paragraphs 3 and 4 below.



3. Paraprofessional personnel in, but not limited to, the classes listed below may attend a certified Basic Course and reimbursement shall be provided to the employing jurisdiction in accordance with the regular reimbursement procedures. Prior to training paraprofessional personnel in a certified Basic Course, the employing jurisdiction shall complete a background investigation and all other provisions specified in Section 1002(a)(1) through (7) of the Regulations.

Eligible job classes include the following:

- Police Trainee
- Police Cadet
- Community Service Officer
- Deputy I (nonpeace officer)

4. A full-time, non-sworn employee assigned to a middle management or higher position may attend a certified management course and the jurisdiction may be reimbursed the same as for a regular officer in an equivalent position. Requests for approval shall be submitted in writing to POST, Center for Executive Development, at least 30 days prior to the start of the concerned course. Request for approval must include such information as specified in Section 1014 of the Regulations. Approval will be based on submission of written documentation that the non-sworn manager is filling a full-time position with functional responsibility in the organization above the position of first-line supervisor.
5. Non-sworn persons performing police tasks who are to be assigned or are assigned to the following job classes are eligible, without prior approval from POST, to attend training courses, as provided by Regulation Section 1014, that are specific to their assignments. Job descriptions shall be used to determine those positions eligible:

- Administrative Positions
- Communications Technician
- Complaint/Dispatcher
- Criminalist
- Community Service Officer
- Evidence Technician
- Fingerprint Technician
- Identification Technician
- Jailer and Matron
- Parking Control Officer
- Polygraph Examiner
- Records Clerk
- Records Supervisor
- School Resource Officer
- Traffic Director and Control Officer

6. Reimbursement for training which is not specific to one of the job classes enumerated in the above paragraph, must be approved by the Commission on an individual basis prior to the beginning of the course, providing such information as specified in Section 1014 of the Regulations.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Comparison of Sworn vs. Non-Sworn Trainees  
and Reimbursement for the 1984-85 Fiscal Year

	Reimbursable Trainees	Reimbursement	Average Reimbursement Trainee
Sworn Officers	35,052 (93%)	\$26,478,628 (97%)	\$755
Non-Sworn Employees	2,612 (7%)	\$907,311 (3%)	\$347
TOTAL	37,664	\$27,385,939	\$727

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## Existing POST-Certified Courses Applicable to Non-Sworn

Primary Assignment/ Course Title	No. of Presentors	No. of Present- ations 85-86 FY	No. of Non-Sworn Trainees Annually	Primary Assignment/ Course Title	No. of Presentors	No. of Present- ations 85-86 FY	No. of Non-Sworn Trainees
<u>Administrative</u>				<u>Investigation</u>			
—				Criminal Invest. Course	2	17	11
				Adv. Crim. Invest.	0		
<u>Animal Control</u>				<u>Jail</u>			
—				Jail Operations	21	73	2,351
				Jail Management	1	4	12
<u>Clerical</u>				<u>Janitorial</u>			
—				—			
<u>Community Relations</u>				<u>Juvenile</u>			
Community Service Officer	1	2	60	Juvenile Procedures	3	16	12
Public Safety Aide Academy	1	2	80				
<u>Complaint Dispatcher</u>				<u>Media Development</u>			
Complaint Disp. Course	11	34	1,240	Video Workshop	1	4	5
Complaint Disp. Update	1	2	60				
<u>Computer</u>				<u>Parking/Traffic Control</u>			
Computer In LE, Intro.	2	11	55	—			
Systems Analysis for LE	1	3	7				
<u>Coroner</u>				<u>Planning Research</u>			
Coroner Invest. Course	1	2	0	Systems Analysis	1	3	1
<u>Court</u>				<u>Polygraph</u>			
Civil Process/Procedures	2	4	39	—			
<u>Crime Analysis</u>				Property/Evidence			
Crime Analysis Course	1	3	30	—			
Intelligence Data Anal.	1	3	15				
<u>Crime Lab/Identification/ Criminalist</u>				<u>Records</u>			
Clandestine Lab Crim.	1	4	14	Records Clerk	4	10	284
				Records Supervisors	2	6	112
				Records Margin	1	4	72
<u>Crime Prevention</u>				<u>Report Takers</u>			
Crime Prevention Course	2	20	393	—			
<u>Crime Scene Processing (Technician)</u>				<u>School Resource</u>			
Field Evidence Tech.	7	25	128	—			
Basic Fingerprint Latent	1	4	14	<u>Traffic Accident Invest.</u>			
Crime Scene Investigation	3	8	4	Traffic Inv. Course	18	58	186
				Adv. Traffic Inv.	1	2	-0-
<u>Firearms Range</u>				<u>Training</u>			
Firearms Invest. Course	6	19	99	—			
				<u>Warrants</u>			
				—			

## Commission on Peace Officer Standards and Training

NON-SWORN EMPLOYEES FROM CALIFORNIA LAW ENFORCEMENT  
(1985-86 Fiscal Year) \*

<u>Primary Assignment/Position</u>	<u>Entry Level</u>	<u>Supervisory Level</u>	<u>Management Level</u>	<u>Total</u>
Administrative	267	65	103	435
Animal Control	171	29	8	208
Clerical	4,113	564	43	4,720
Community Relations	65	8	1	74
Community Service Officer	1,105	21	0	1,126
Complaint Dispatcher	3,457	352	25	3,834
Computer	364	57	14	435
Coroner	26	5	3	34
Court	88	18	0	106
Crime Analysis	129	29	14	172
Crime Lab	430	75	14	519
Crime Prevention	162	9	3	174
Crime Scene Tech	186	26	0	212
Firearms Range	58	5	0	63
Fiscal (Accounting)	236	43	35	314
Fleet Maintenance	490	38	13	541
Investigation	161	30	0	191
Jail	1,800	208	16	2,024
Janitorial	313	42	3	358
Juvenile	34	1	4	39
Media Development	14	3	1	18
Parking/Traffic	578	27	8	613
Planning Research	14	8	17	39
Polygraph	12	4	0	16
Property/Evidence	270	48	9	327
Records	1,499	317	125	1,941
Report Takers	145	0	1	146
School Resource	29	5	0	34
Traffic Accident Investigation	25	0	0	25
Training	35	8	3	46
Warrants	101	12	0	113
Other (Miscellaneous)	2,056	181	34	2,271
Total	17,438	2,238	497	20,173

\* Projected data based upon a 77% sample of agencies

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Job Titles of Non-Sworn Employees of  
Law Enforcement Agencies by Primary Assignment

-- (Listed in descending order of frequency)

Primary Assignment/PositionAdministrative

Administrative Assistant (20)  
 Secretary (19)  
 Administrative Analyst (8)  
 Admin. Services Officer (8)  
 Chief's Secretary (6)  
 Division Manager (6)  
 Records & Comm. Supervisor (3)  
 Business Office Manager (3)  
 Technical Services Manager (2)  
 Administrative Aide (2)  
 Steno (2)  
 Department Analyst (2)  
 Medical Services Admin. (2)  
 Administrative Coordinator (1)  
 Management Assistant (1)  
 Staff Technician (1)  
 Chief Dept. Administrator (1)

Animal Control

Animal Control Officer (8)  
 Humane Officer (2)  
 Animal Control Aide (1)  
 Field Services Officer (1)

Clerical

Secretary (22)  
 Clerk (19)  
 Clerk Typist (17)  
 Clerk Dispatcher (6)  
 Department Secretary (5)  
 Senior Steno (2)  
 Administrative Secretary (2)  
 Senior Clerk (2)  
 Intermediate Clerk (2)  
 Office Assistant (2)  
 Junior Clerk (1)  
 Legal Clerk (1)  
 Intermediate Acctng. Clerk (1)  
 Booking Clerk (1)  
 Payroll Clerk (1)  
 Technical Writer (1)  
 Program Technician (1)  
 Microphotographer (1)  
 Receptionist (1)

Community Relations

Comm. Relations Rep. (4)  
 Comm. Service Officer (3)  
 Crime Prevention Aide (2)  
 Neighborhood Water Coord. (2)  
 Police Services Rep. (1)  
 Community Aide (1)  
 Public Information Officer (1)  
 Police Cadet (1)  
 Police Record Clerk (1)

Primary Assignment/PositionCommunity Services Officer

Community Service Officer (10)  
 Public Service Aide (9)  
 Police Cadet (8)  
 Police Service Technician (6)  
 Police Aide (5)  
 Safety & Police Assistant (4)  
 Support Services Aide (4)  
 Dispatch/Jailer (1)  
 Personal Safety Officer (1)  
 Security Patrol Officer (1)  
 Crime Prevention Coord. (1)  
 Desk Clerk (1)  
 Civil Division Officer (1)

Complaint Dispatcher

Dispatcher (16)  
 Public Safety Dispatcher (14)  
 Communication Operator (10)  
 Dispatcher Clerk (7)  
 Communication Technician (3)  
 Dispatcher Matron (3)  
 Police Services Technician (3)  
 Communication Records Clerk (1)  
 Administrative Secretary (1)  
 Sheriff's Aide (1)  
 Community Service Officer (1)  
 Data Processing (1)  
 Emergency Service Operator (1)  
 Administrative Secretary (1)  
 Sheriff's Aide (1)  
 Community Service Officer (1)  
 Data Processing (1)  
 Emergency Service Operator (1)

Computer

Key Data Operator (16)  
 Program Analyst (5)  
 Police Records Clerk (3)  
 Police Inf. System Spec. (2)  
 Computer Operator (2)  
 Programmer (2)  
 Systems Analyst (1)  
 Information Technician (1)  
 Senior Data Entry Operator (1)  
 Administrative Assistant (1)  
 Senior Word Processor (1)  
 Sheriff Services Clerk (1)

Coroner

Senior Deputy Coroner (1)

Court

Court Liaison (4)

Primary Assignment/PositionCourt (continued)

Community Service Officer (3)  
 Police Service Aide (3)  
 Bailiff (1)  
 Police Service Tech. (1)  
 Civil Deputy (1)  
 Subpoena Server (1)  
 Tech. Services Specialist (1)  
 Lead Police Services Spec. (1)

Crime Analysis

Systems Analyst (5)  
 Community Service Officer (4)  
 Administrative Analyst (2)  
 Administrative Aid (2)  
 C Cap Officer (1)  
 Police Records Clerk (1)  
 Fingerprint Examiner (1)

Crime Lab

I. D. Technician (11)  
 Fingerprint Technician (4)  
 Criminalist (2)  
 Photo/Video Technician (3)  
 Associate Adm. Analyst (1)  
 Community Service Officer (1)  
 Darkroom Operator (1)  
 I. D. Manager (1)  
 Crime Lab Assistant (1)

Crime Prevention

Community Service Officer (8)  
 Crime Prevention Officer (5)  
 Public Safety Technician (1)  
 Police Service Rep. (1)  
 Sheriff's Aide (1)  
 Staff Analyst (1)  
 Community Reaction Assistant (1)

Crime Scene Processing (Technician)

Evidence Technician (9)  
 Community Services Officer (6)  
 I. D. Technician (6)  
 Police Service Assistant (3)  
 Photo Technician (2)  
 Crime Scene Investigator (1)  
 I. D. Manager (1)  
 Clinical Lab Technologist (1)  
 Forensic Specialist (1)

Primary Assignment/PositionFirearms Range

Range Master (8)  
 Range Master Assistant (1)  
 Assistant Weapon Coord. (1)  
 Weapons Instructor (1)  
 Community Services Officer (1)  
 Senior Police Analyst (1)

Fiscal Accounting

Account Clerk (19)  
 Account Technician (3)  
 Administrative Assistant (3)  
 Management Analyst (3)  
 Fiscal Affairs Officer (1)  
 Fiscal Service Supervisor (1)  
 Admn. Services Officer (1)  
 Associate Analyst (1)  
 Office Manager (1)  
 Accountant II (1)  
 Mgmt. Svcs. Administrator (1)  
 Personnel/Payroll Clerk (1)  
 Cashier (1)

Fleet Maintenance

Equipment Mechanic (3)  
 Maintenance Service Worker (2)  
 Technician (1)  
 Cadet (1)  
 Community Service Officer (1)  
 Auto Appraiser (1)  
 Helicopter Worker (1)  
 Lead Worker (1)

Investigation

Community Service Officer (8)  
 Police Service Technician (6)  
 Youth Service Counselor (1)  
 Non-sworn Investigator (1)  
 Microfilm Technician (1)  
 Fingerprint Classifier (1)

Jail

Jailers (6)  
 Correctional Officers (4)  
 Police Assistance (4)  
 Detention Officers (3)  
 Custodial Officers (3)  
 Community Service Officers (2)  
 Matron/Jailer (2)  
 Sheriff's Aide Cooks (2)  
 Special Services Coord. (1)  
 Directors (1)  
 Cadet (1)  
 Station Officer (1)  
 Records Officer (1)  
 Senior Booking Clerk (1)  
 Nurse (1)  
 Correctional Officer (1)  
 Detention Technician (1)  
 Utility Worker (1)  
 Kitchen Helper (1)  
 Storekeeper (1)  
 Laundryman (1)

Primary Assignment/PositionJanitorial

Custodian (4)  
 Maintenance Worker (2)  
 Janitor (1)  
 Executive Housekeeper (1)

Juvenile

Youth & Family Svcs. Cnslr. (5)  
 Community Service Officer (4)  
 Youth Services Specialist (1)  
 Cadet (1)

Media Development

Community Services Officer (2)  
 Media Prod. Specialist (2)  
 Instructional Media Tech. (1)  
 Photographer (1)  
 Communication Electrician (1)

Parking/Traffic

Parking Control Officer (10)  
 Community Service Officer (8)  
 Police Cadets (2)  
 Police Assistants (2)  
 Prkng. Enforce. Meter Repair (1)  
 Prkng. Enforcement Rep. (1)  
 Reserve Officer (1)  
 Special Services Coord. (1)  
 Substation Attendant (1)  
 Technician (1)  
 Police Service Technician (1)

Planning Research

Administrative Analyst (2)  
 Administrative Aide (1)  
 Administrative Assistant (1)  
 Facilities Planner (1)  
 Management Analyst (1)  
 Planning & Research Coord. (1)  
 Staff Technician (1)

Polygraph

Polygraph Examiner (1)

Property/Evidence

Community Services Officer (6)  
 Property Clerk (5)  
 Property Control Officer (4)  
 Clerk II (3)  
 Police Service Asst. (3)  
 Cadet (3)  
 Evidence Technician (2)  
 Police Technician (2)  
 Property Assistant (2)  
 Sheriff's Aide (2)  
 Estate Mover (1)  
 Field Evidence Tech. (1)  
 Fingerprint Tech. (1)

Primary Assignment/PositionProperty/Evidence (continued)

I. D. Technician (1)  
 Prop. & Evidence Tech. (1)  
 Property Technician (1)  
 Police Technician (1)  
 Property Investigation (1)  
 Public Safety Tech. (1)  
 Senior Clerk Dispatcher (1)  
 Storekeeper (1)  
 Station Officer (1)  
 Technical Service Officer (1)

Records

Records Clerks (29)  
 Clerk Typists (9)  
 Office Technicians (5)  
 Police Clerks (3)  
 Record Technicians (3)  
 Typists (3)  
 Police Service Asst. (2)  
 Senior Records Processor (2)  
 Senior Clerk Typist (2)  
 Administrative Assistant III (1)  
 Aide (1)  
 Administrative Secretary (1)  
 Clerk Dispatcher (1)  
 Principal Clerk (1)  
 Public Safety Clerk (1)  
 Receptionist (1)  
 Records Coordinator (1)  
 Records Officer I, II, & III (1)  
 Messenger Clerk (1)  
 Secretary (1)

Report Takers

Community Service Officers (8)  
 Clerk (4)  
 Complaint Desk Officer (3)  
 Administrative Secretary (1)  
 Sheriff's Aide (1)

School Resource

School Crossing Guards (2)  
 Sheriff's Aide (1)  
 Desk Technician (1)

Traffic Accident Investigation

Community Service Officers (5)  
 Crossing Guard (1)

Training

Intermediate Clerk Typist (2)  
 Training Coordinator (1)  
 Training Specialist (1)  
 Personnel Analyst (1)  
 Management Analyst (1)  
 Assistant Training Officer (1)  
 Sheriff's Aide (1)

Primary Assignment/Position

Warrants

Warrant Clerk	( 9 )
Special Operations Sec.	( 1 )
Community Service Officer	( 1 )
Police Service Aide	( 1 )
Reserve Officer	( 1 )

Other

Police Technician	( 3 )
Volunteer Services	( 2 )
Department Psychologist	( 2 )
Civil Process	( 2 )
Nurse	( 2 )
Storekeeper	( 2 )
Emergency Service Coord.	( 2 )
School Crossing Guard	( 2 )
Legal Process Clerk	( 1 )
Summer Boat Patrol Officer	( 1 )
Microfilm Technician	( 1 )
Family Counselor	( 1 )
Legal Adviser	( 1 )
Master Social Worker	( 1 )
Civil Defense Coordinator	( 1 )
Communications Coordinator	( 1 )
PBX Operator	( 1 )
Cook	( 1 )
Confidential Secretary	( 1 )
Security Officer	( 1 )
Helicopter Maintenance	( 1 )
Documents Examiner	( 1 )
Food Administrator	( 1 )
Medical Technologist	( 1 )
Documents Examiner	( 1 )
Public Security Assistant	( 1 )

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Most Frequently Identified Non-Sworn  
Training Courses by Geographical Area  
(Summary)

<u>Needed Training Courses</u>	Geographical Area *								<u>Total</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	
Property/Evidence Room or System	7	7	9	5	10	2	4	8	52
Animal Control Officer Course	1		7	3	12		2	4	29
Update Course for Complaint Disp.	9	3	2	3	3		2	2	24
Advanced Dispatchers Course	5	5	2	2	4	1	2	1	22
Stress for Dispatchers	1	1	4	3	3		4	5	21
Basic Parking Officer Course	2		4	1	5		5	4	21
Basic Dispatchers Course	3	2	3	2	5		1	2	18
Warrants Course	2	2	6	4	2			1	16
Supvsry. Course for Dispatchers	3	3	4	3	1		2		16
Basic Property/Evidence	3		5	3	1		4		16

\*Geographical Areas based upon POST Training Delivery Consultant Areas.  
(See Attached Index, page 18)

Numbers reflect individual responses and not the number of needed courses.



# COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

## Non-Sworn Training Courses Needed by Primary Job Assignment and Geographical Area

<u>Primary Assignment/Needed Training Courses *</u>	<u>Geographical Area **</u>								<u>Total</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	
<u>Administration</u>									
Supervision/Management	1	1	4		1				7
Executive Development	1		1	1		1		1	5
Stress Management			1		3			1	5
Accounting Tech. Course	1	2							3
Budget						1		1	2
Adm. Aide for Office of COP	1							1	2
Management Budget	2								2
Training	1	1							
Personnel Management	1								1
Personnel Records Keeping	1	1							2
Police Manager			1					1	2
Skills Improvement			1					1	2
POST Reimbursement					1			1	2
Time Management						1		1	2

\* Only needed training courses that were identified more than one time are included.

\*\* Geographical Areas based upon POST Training Delivery Consultant Areas.  
(See attached Index, page 18)

<u>Primary Assignment/Needed Training Courses</u>	<u>Geographical Area **</u>								<u>T</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	
<u>Animal Control</u>									
Animal Control Off. Course	1		7	3	12		2	4	29
Training Course	1		3						4
Advanced Training			2						2
Legal Update				2					2
Time Management				1					1
<u>Clerical</u>									
Computer Op. (Word Processing)	1				1		3	4	9
Records Clerk Training		1	3	3	1			1	9
Secretary Course		1	2	1	1		1	1	7
Records Security	1	2				1	1	1	6
POST Clerical Requirements	1	2	3						6
Stress Management			1		1		1	2	3
Police Records Management			2	1					3
Management			1	1				1	3
Time Management	1				1			1	3
Overview of Crim. Justice	1		1			1			3
Matron Training/PR	1	1	1						3
Public Relations				1	1				2
<u>Community Relations</u>									
Update						1		2	3
<u>Community Service Officer (CSO)</u>									
CSO Course					5				5
Report Writing				2			1	1	4
Computer Use Update						1		1	2
Public Relations								2	2
Traffic	1		1						2

<u>Primary Assignment/Needed Training Courses</u>	Geographical Area **								Total
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	
<u>Complaint Dispatcher</u>									
Update Courses	9	3	2	3	3		2	2	24
Advanced Dispatcher Course	5	5	2	2	4	1	2	1	22
Stress	1	1	4	3	3		4	5	21
Basic Course	3	2	3	2	5		1	2	18
Supervisory Course	3	3	4	3	1		2		16
Computer Aided Dispatch			1	2			1		4
Officer Safety			1				1	1	3
Management				2				1	3
Dispatch Supervisor	1		1						2
Training	1		1						2
First Aid/CPR					1			1	2
Public Relations							1	1	2
<u>Computer</u>									
Computer Literacy		1					1		2
Advanced Systems Development				1			1		2
<u>Coronor</u>									
<u>Court</u>									
Criminal Process			2				1		3
<u>Crime Analysis</u>									
<u>Crime Lab/Identification/ Criminologist</u>									
<u>Crime Prevention</u>									

<u>Primary Assignment/Needed Training Courses</u>	Geographical Area **								
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>
<u>Crime Scene Processing (Tech.)</u>									
Photography	1			1	1				3
Advanced Latent Print			1	3					4
<u>Firearms Range</u>									
Update Course State of Art			1					2	3
<u>Fiscal</u>									
Administration/Budget	2								2
<u>Fleet Maintenance</u>									
Basic Course					5	1	2	1	9
Maintenance Fleet Program	1		1						2
<u>Investigation</u>									
<u>Jail</u>									
Short-term Facility Op. Training			2		1				3
First Aid/CPR				1			1	1	3
<u>Janitorial</u>									
<u>Juvenile</u>									
<u>Media Development</u>									
Making Training Films/Video	1		1						2
News Media Development				1				1	2

Primary Assignment/Needed  
Training Courses

Geographical Area\*\*

Parking/Traffic Control

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>Tot</u>
Basic Prkng. Officer Course	2		4	1	5		5	4	21
Vehicle Code Law		1	2		1	1			5
Public Relations					1			1	2
Stress							1	1	2
Public Relations Update								2	2

Planning Research

Intro. to Computers in LE				1				1	2
Report Writing					1			1	2
Planning and Research								2	2

Polygraph

Polygraph Operator Course		1			1	2		1	5
---------------------------	--	---	--	--	---	---	--	---	---

Property/Evidence

Prop./Evidence Room or System	7	7	9	5	10	2	4	8	52
Basic Course	3		5	3	1		4		16
Advanced	1				2				3
Laws on Release & Dispatch				1				2	3
Computers Course					1			1	2

Records

Update	4		2	1	2		1	1	11
Advanced Records Clerk	2		1		1			1	6
Advanced Records Management	1		2				1		5
Public Relations		1		1			1	1	4
Records Security		1	1	2					4
Basic Course	1		1	1			1		4
Basic Computer Use			1	2					3
Stress Management				1	1			1	3

<u>Primary Assignment/Needed Training Courses</u>	Geographical Area**								
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>T</u>
<u>Report Takers</u>									
Crime Report Writing			1	1	5	2	1	3	13
Basic Report Writing							1	1	2
<u>School Resource</u>									
Basic School Resource Course							1	1	2
<u>Traffic Accident Investigation</u>									
<u>Training</u>									
Training						1		1	2
Training Records Maint.						1		1	2
Training Management					1			1	2
Field Training Officer	1			1					
Training For Trainers	2								2
<u>Warrants</u>									
Warrants Course	2	2	6	4	2			1	17
Update Training	1		1						2
<u>Other</u>									
Supervisor Course	3							1	4
General Supervision	1		1						2
Civil Process Prep.	1		1						2

POST Training Delivery Consultant Areas

<u>Area Number</u>	<u>Area (Counties)</u>
1	<u>North Coast</u> - Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Napa, San Francisco, Sonoma, Solano
2	<u>North Interior</u> - Butte, Colusa, Glenn, Lassen, Modoc, Nevada, Placer, Plumas, Sacramento, Shasta, Sierra, Siskiyou, Sutter, Tehama, Trinity, Yolo, Yuba
3	<u>Bay Area South</u> - Alameda, Monterey, San Benito, San Mateo, Santa Clara, Santa Cruz
4	<u>Central Valley</u> - Alpine, Amador, Calaveras, El Dorado, Fresno, Kings, Madera, Mariposa, Merced, San Joaquin, Stanislaus, Tulare, Tuolumne
5	<u>South Desert Area</u> - Inyo, Kern, Mono, Riverside, San Bernardino, Los Angeles County East of I-5
6	<u>Los Angeles</u> - Los Angeles P.D. and S.D.
7	<u>South Coast</u> - San Luis Obispo, Santa Barbara, Ventura, Remainder of Los Angeles County
8	<u>South</u> - Imperial, Orange, San Diego

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
Miscellaneous Survey Results Relating To Non-Sworn Training

Which of the following best describes your agency's position in regard to POST certifying courses for non-sworn employees of law enforcement agencies?  
(Circle one or more)

Response

- |            |    |                                                                                            |
|------------|----|--------------------------------------------------------------------------------------------|
| 224 (46%)  | a. | POST should certify and reimburse for the training of non-sworn employees.                 |
| 3 (.6%)    | b. | POST should not certify or reimburse for any training of non-sworn employees.              |
| 51 (10.6%) | c. | POST's existing courses for non-sworn employees are about the right number and variety.    |
| 135 (28%)  | d. | POST should consider certifying a few additional selected courses for non-sworn employees. |
| 67 (14%)   | e. | POST should provide certified training for all non-sworn positions.                        |

The regular POST Supervisory Course is designed for non-sworn supervisors, i.e., sergeants. Should POST certify a general Supervisory Course that would be applicable to any non-sworn, supervisory assignment?

Response

- |           |             |
|-----------|-------------|
| 12 (4%)   | No Response |
| 49 (17%)  | No          |
| 232 (79%) | Yes         |

Should POST develop a combined Supervisory/Management Course for non-sworn that would be applicable to both?

Response

- |             |             |
|-------------|-------------|
| 22 (7.5%)   | No Response |
| 109 (37.2%) | No          |
| 162 (55.3%) | Yes         |

(continued)



From the list of non-sworn assignments/positions on Chart 2, list below the assignments or positions for which POST should not develop training courses.

Response (listed in descending order of frequency)

74	Fleet Maintenance
46	Animal Control
41	Clerical
31	Parking/Traffic
25	Polygraph
15	Other (Misc.)
14	Janitorial
11	Fiscal
11	Warrants
10	Administrative
9	Court
9	School Resource
8	Report Takers
9	Media Development
6	Property/Evidence
4	Coronor
3	Computer
2	Crime Lab
2	Traffic Accident Inv.
1	Community Relations
1	Community Services Off.
1	Firearms Range
1	Jail

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

Additional Suggested POST-Certified Courses for  
Non-Sworn Employees by Geographical Area

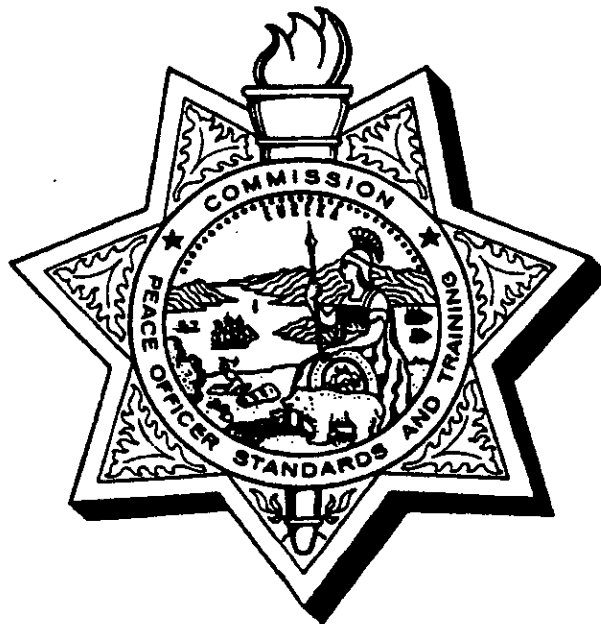
Open Ended Question #3 - List any existing Post-certified courses for non-sworn employees needed in your geographical area for which you believe there are sufficient trainees to justify additional courses.

<u>Suggested Course (listed</u> <u>(alphabetically)</u>	<u>Geographical Area</u>								<u>Total</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	
Advanced Traffic Accident Inv.	1								1
Budget			1				1	1	3
Civil Process	1						1	1	3
Community Service Off. (Aide)	1	1		1		7	1	4	15
Complaint Dispatcher (Basic)	10		9	5	6		8	3	41
Complaint Disp. (Update/Advanced)	3		1	1					
Computer Systems	2	1	2	1			1	1	8
Crime Analysis			1			1	1		3
Crime Prevention		1						2	3
Field Evidence Technician							1		1
Investigation							1		1
Jail Operations			2	1	2		1		6
Public Safety Officer (Aide)			2		4		1	3	10
Records Clerk	7	1	8		5	4	7	3	35
Records Supervisor	1	1	2		2		1		7
Records Management	1	1					3		6
Research Analysis							1	1	2
Stress Management				1			1	1	3

Numbers reflect individual responses and not the number of needed responses

#8312B/310A

State of California  
Commission on  
Peace Officer Standards and Training



**SURVEY OF  
CALIFORNIA LAW ENFORCEMENT  
NON-SWORN EMPLOYEE  
ALLOCATION  
AND  
TRAINING NEEDS**

July 1985

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

POST Survey of California Law Enforcement  
Non-Sworn Employee  
Allocation and Training Needs

\_\_\_\_\_  
(Agency)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of Person Completing This Questionnaire)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Title or Rank)

PURPOSE - To ensure POST is meeting the training needs of law enforcement agencies, we need to know the number of non-sworn employees employed by your agency, their assignment, and job titles. This information will enable us to design both immediate and long range training plans.

INSTRUCTIONS - Please indicate on chart 1 on the next page the number of full-time non-sworn employee positions. Place the entry opposite each primary assignment/position in the appropriate column, depending on the employee's status (e.g., entry level, supervisory, or management). For the purposes of this questionnaire, "Primary Assignment" indicates that even though an individual may have multiple assignments, the employee's listed category constitutes the major portion of the employee's workload. Use actual/current numbers rather than the number of authorized positions. Do not include explorer scouts, volunteers, non-paid reserve officers, or other employees that are not directly employed and supervised by your law enforcement agency. Questions concerning this survey may be directed to Senior Consultant Ray Bray at (916) 739-5383.

Chart 1

Primary Assignment/Position for Non-Sworn Employees	Number of Non-sworn Employee Positions			Job Title(s) (If Different)
	Entry Level	Supervisory Level	Management Level	
EXAMPLE: Computer	6	1		Key Data Operator
Administrative				
Animal Control				
Clerical (All)				
Community Relations				
Community Service Officer/Police Service Officer/Police Aides, etc.				
Complaint Dispatcher (Public Safety)				
Computer				
Coroner				
Court				
Crime Analysis				
Crime Lab/Identification/Criminalist				
Crime Prevention				
Crime Scene Processing (Technician)				
Firearms Range				
Fiscal (Accounting, Management, etc.)				
Fleet Maintenance				
Investigation				
Jail				
Janitorial				
Juvenile				
Media Development				
Parking/Traffic Control				
Planning Research				
Polygraph				
Property/Evidence				
Records				
Report Takers				
School Resource				
Traffic Accident Investigation				
Training				
Warrants				
OTHER (Specify)				
Total Non-Sworn Employee Positions				

## TRAINING

PURPOSE - POST currently has certified a variety of courses that are either expressly designed for non-sworn employees or courses that may be attended by both sworn and non-sworn employees. The purpose of this section of the questionnaire is to identify additional training needed.

INSTRUCTIONS - First, examine the chart on page 4, which indicates the non-sworn employee positions and existing POST-certified training available. Second, review the non-sworn positions in your agency as indicated on page 2 of this survey. Third, list in column C, opposite the appropriate non-sworn employee category, the title(s) of courses that are needed but not available.

Chart 2

Column A	Column B	Column C
Primary Assignment/Position for Non-Sworn Employees	Existing POST Certified Courses	Additionally Needed Courses
1. Administrative	---	
2. Animal Control	---	
3. Clerical (All)	---	
4. Community Relations	Community Ser. Officer Course Public Safety Aide Academy	
5. Community Service Officer	Public Safety Aide Community Ser. Officer	
6. Complaint Dispatcher (Public Safety)	Complaint Disp. Course	
7. Computer	Computer Systems, Info. Systems, Systems Analysis for Law Enforcement	
8. Coroner	Coroner Invest. Course	
9. Court	Civil Process	
10. Crime Analysis	Crime Analysis Course Intelligence Data Analy.	
11. Crime Lab/Identification/Criminalist	Clandestine Lab Criminalist	
12. Crime Prevention	Crime Prevention Course	
13. Crime Scene Processing (Technician)	Field Evidence Tech. Basic Fingerprint Latent Crime Scene Invest.	
14. Firearms Range	Firearms Inst. Course	
15. Fiscal (Accounting, Management, etc.)	Budget Analyst Course	
16. Fleet Maintenance	---	
17. Investigation	Criminal Investigation Course Advanced Criminal Inv.	
18. Jail	Jail Operations Course Jail Management	
19. Janitorial	---	
20. Juvenile	Juvenile Procedures Course	
21. Media Development	Video Workshop	
22. Parking/Traffic Control	---	
23. Planning Research	Systems Analysis Course	
24. Polygraph	---	
25. Property/Evidence	---	
26. Records	Records Clerk/ Records Supervisor Records Management	
27. Report Takers	---	
28. School Resource	---	
29. Traffic Accident Investigation	Traffic Inv. Course Advanced Traffic Inv.	
30. Training	---	
31. Warrants	---	
32. Other (Specify)	---	

MISCELLANEOUS

PURPOSE - Non-Sworn, employee training generates special issues which are important to POST in establishing a training plan.

INSTRUCTIONS - Please answer the following questions:

1. Is your agency dispatched by a consolidated communications center (radio dispatch).

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, identify area or agencies served.

\_\_\_\_\_

\_\_\_\_\_

What entity of government is responsible for the communications center operations?

\_\_\_\_\_

2. Which of the following best describes your agency's position in regard to POST certifying courses for non-sworn employees of law enforcement agencies?

Circle One or More

- a. POST should certify and reimburse for the training of non-sworn employees.
- b. POST should not certify or reimburse for any training of non-sworn employees.
- c. POST's existing courses for non-sworn employees are about the right number and variety.
- d. POST should consider certifying a few additional selected courses for non-sworn employees.
- e. POST should provide certified training for all non-sworn positions.

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

3. List any existing POST-certified courses for non-sworn employees needed in your geographical area for which you believe there are sufficient trainees to justify additional courses. \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_



4. The regular POST Supervisory Course is designed for sworn supervisors, i.e., sergeants. Should POST certify a general Supervisory Course that would be applicable to any non-sworn, supervisory assignment?

YES \_\_\_\_\_ NO \_\_\_\_\_ Comments: \_\_\_\_\_

5. Should POST develop a combined Supervisory/Management Course for non-sworn that would be applicable to both?

YES \_\_\_\_\_ NO \_\_\_\_\_ Comments: \_\_\_\_\_

6. From the list of non-sworn assignments/positions on Chart 2, list below the assignments or positions for which POST should not develop training courses.

Example: Janitorial \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

7. Additional comments pertaining to POST-certified training for non-sworn employees.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMISSION AGENDA ITEM REPORT			
Agenda Item Title <b>Request for Public Hearing on Reserve Officer Training</b>		Meeting Date <b>January 12, 1995</b>	
Bureau <b>Executive Office</b>	Reviewed By <b>Glen Fine</b>	Researched By <b>Hal Snow</b>	
Executive Director Approval <i>Norman C. Becker</i>	Date of Approval <b>12-21-94</b>	Date of Report	
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input checked="" type="checkbox"/> No	
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.			
<p><u>ISSUE</u></p> <p>Should the Commission schedule a public hearing for the April 20, 1995 meeting to consider adopting regulations to implement Senate Bill 1874 that would establish: 1) the regular Basic Course as the training requirement for non-designated Level I reserves appointed after January 1, 1997, 2) requirements for POST exempting Level I reserves from the Basic Course, 3) the training required for exempted Level I's, 4) the Continuing Professional Training (CPT) requirement for all Level I's, and 5) recognition of service as Level I reserve is peace officer service for purposes of the three-year break in service requirement.</p> <p><u>BACKGROUND</u></p> <p>Senate Bill 1874, effective January 1, 1995, requires: (1) Level I reserve officers appointed after 1-1-97 to complete the Basic Course; and (2) all Level I reserves to satisfy the continuing professional training requirement prescribed by POST. This legislation, Attachment A, further provides for Level I's to be exempted from the Basic Course requirement if the employing law enforcement agency has policies approved by POST that limit their duties and they satisfy other training requirements prescribed by the Commission. The criteria for approving exemptions are entirely within the discretion of the Commission.</p> <p>SB 1874 also requires POST to develop an optional bridging or supplemental course for existing Level I's who have completed Reserve Training Modules A, B, &amp; C and who wish to satisfy the Basic Course training requirement. POST is also required to ensure there is no unnecessary redundancy of training between reserve courses and the Basic Course.</p> <p>SB 1874 requires several research and development phases. This report constitutes Phase I and concerns policy issues for which input has been received from a broad based group representative of law enforcement and trainers. Other phases of research, some of which are currently underway, will be presented to the Commission at a later time. Later reports will include</p>			

curriculum for the bridging or supplemental course (Module D), restructuring the curriculum and minimum hours for all Reserve Training Modules, requirements for the Reserve Officer Certificate, and delivery of reserve training.

## ANALYSIS

### **Establishing the Regular Basic Course as Required Training for Non-Designated Level I Reserves**

Senate Bill 1874 amends Penal Code Section 832.6 to require the regular Basic Course for non-designated Level I reserve officers appointed after 1-1-97. Prior to this amendment, this training requirement was determined by the Commission and was established as completion of the Reserve Training Modules A, B & C (totaling 222 hours) plus 200 hours of structured field training approved by POST. It is recommended that regulation 1007(b) be amended to substitute the regular Basic Course for this required training effective 1-1-97 in order to bring POST's requirements into conformity with statutory law.

This purpose for this change in training requirements for non-designated Level I's is best explained by the legislative intent language of Senate Bill 1874 - "To recognize that all Level I reserve officers and regular officers or deputy sheriffs have identical authority and responsibilities while on duty, and that it is necessary that these officers have the same minimum training requirements....".

Attachment B specifies the proposed regulatory language to implement this report's proposed changes for implementation of SB 1874.

### **Exempting Level I's From the Basic Course**

SB 1874 allows Level I's to be exempted from the Basic Course requirement if the employing law enforcement agency has policies approved by POST that limit their duties and they satisfy other training requirements prescribed by POST. To approve or disapprove such requests, POST must have some objective basis that meets legislative intent. The Legislature has specified its intent in this regard by indicating that it expects reserve officers who perform general enforcement duties should satisfy the same training requirements as required for regular officers.

Accordingly, the following criteria is recommended for approval of such exemption requests:

1. Agency policy or other documentation exists that specifies its Level I's are deployed to assignment/duties that are primarily less than the

"prevention and detection of crime and the general enforcement of laws" as defined by POST or are under the continuous and immediate supervision of a POST certificated regular officer while performing general law enforcement duties. Examples of lesser or limited duties include backup only calls, prisoner transportation, report taking, etc. The policy or other documentation must specify what assignments or duties are performed, rather than what they cannot perform.

2. Nothing in these regulations should be interpreted as precluding Level I's from handling immediate and life threatening law enforcement emergencies for protection of the public or officers.

### **Training Requirement for Exempted Level I's**

Consistent with the existing training requirement for non-designated Level I reserve officers, it is recommended that exempted Level I's be required to complete Reserve Training Modules A, B, & C (totaling 222 hours) as well as a 200 hour field training program approved by POST. This level of training appears to be consistent with the limited nature of duties and assignments performed by exempted Level I's.

### **Continuing Professional Training (CPT) Requirement for Level I's**

It is recommended all Level I reserves, regardless of rank or assignment, satisfy the same CPT requirement that exists for regular officers (24 hours every two years). This not only reflects legislative intent, it also generally reflects the ongoing training currently being provided to these reserves. The reason the requirement is recommended for Level I's without regard to rank or assignment is that reserve rank generally refers to a status within the reserves and not to some supervisory or management status while working as a reserve.

### **Three Year Rule and Level I Reserve Service**

POST's current requirements for the three-year break in service rule, regulation 1008, specifies that any peace officer who has a three year or longer break in service must requalify by one of three alternatives. Also, those who have completed the Basic Course have three years in which to become appointed to a peace officer position before he or she must requalify. Service as a reserve does not qualify as service as a peace officer.

It is recommended that regulation 1008 be modified to allow service as a Level I to be considered peace officer service for purposes of the three-year break in service rule. However, it is

recommended that only Level I's whose agency requires monthly service of 16 hours or more qualify as peace officer service. Most law enforcement agencies have this or higher service requirement. In addition, agencies generally require periodic requalification in firearms, first aid, CPR, and others. The required CPT training, combined with these service and requalifications, serve to help assure Level I reserves maintain Basic Course proficiency, which is the purpose of the three year rule.

#### SUMMARY

These recommendations represent the collective thought of law enforcement representatives who have provided input. If the Commission concurs, these recommendations will be scheduled for a public hearing at the April 1995 meeting.

#### RECOMMENDATION

It is recommended that a public hearing be scheduled for April 20, 1995 in conjunction with the Commission meeting to consider proposed changes to regulations 1005(d), 1007 (b), 1008, and Commission Procedures H-1 and H-3 concerning implementation of Senate Bill 1874 and Level I reserve training requirements.

## Senate Bill No. 1874

## CHAPTER 676

An act to amend Section 832.6 of the Penal Code, relating to peace officers.

[Approved by Governor September 19, 1994. Filed with Secretary of State September 20, 1994.]

## LEGISLATIVE COUNSEL'S DIGEST

SB 1874, Ayala. Peace officers: reserve officers: training.

Existing law provides that every person deputized or appointed as a reserve peace officer shall have the powers of a peace officer only when the person has completed specified training and is (1) deputized or appointed and assigned to the prevention and detection of crime and the general enforcement of the laws of this state, whether or not working alone, (2) assigned to the prevention and detection of crime and the general enforcement of the laws of the state while under the immediate supervision of a specified peace officer, and engaged in a certain field training program, or (3) deployed and authorized only to carry out limited duties not requiring general law enforcement powers in their routine performance under the direct supervision of a specified peace officer.

This bill would provide that the basic training of a level I reserve officer appointed pursuant to (1) above after January 1, 1997, shall meet the minimum requirements established by the commission for deputy sheriffs and police officers. The bill would provide a specified exemption from this training requirement for certain level I reserve officers who have limited duties. The bill would provide that all level I reserve officers appointed pursuant to (1) above shall be required to satisfy the continuing professional training requirement prescribed by the commission.

This bill also would require the commission in carrying out these provisions to facilitate the voluntary transition of reserve officers to regular officers with no unnecessary redundancy between the training required for level I and level II reserve officers and to develop a supplemental course for existing level I reserve officers desiring to satisfy the basic training course for deputy sheriffs and police officers. The bill also would express the intent of the Legislature with regard to the changes made by this bill.

*The people of the State of California do enact as follows:*

SECTION 1. Section 832.6 of the Penal Code is amended to read: 832.6. (a) Every person deputized or appointed, as described in subdivision (a) of Section 830.6, shall have the powers of a peace

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officer only when the person is any of the following:

(1) (A) Deputized or appointed pursuant to paragraph (1) of subdivision (a) of Section 830.6 and is assigned to the prevention and detection of crime and the general enforcement of the laws of this state, whether or not working alone, and the person has completed the basic training prescribed by the Commission on Peace Officer Standards and Training. For the level I reserve officers appointed pursuant to this subparagraph after January 1, 1997, the basic training shall meet the minimum requirements established by the commission for deputy sheriffs and police officers. A law enforcement agency may request an exemption from this training requirement if the agency has policies approved by the commission limiting duties of level I reserve officers and these level I reserve officers satisfy other training requirements established by the commission. All level I reserve officers appointed pursuant to this subparagraph shall satisfy the continuing professional training requirement prescribed by the commission.

(B) A person deputized or appointed pursuant to paragraph (2) of subdivision (a) of Section 830.6 shall have the powers of a peace officer when assigned to the prevention and detection of crime and the general enforcement of the laws of this state, whether or not working alone, and the person has completed the basic training course for deputy sheriffs and police officers prescribed by the Commission on Peace Officer Standards and Training. Level I reserve officers appointed pursuant to this subparagraph shall satisfy the continuing professional training requirement prescribed by the commission.

(2) Assigned to the prevention and detection of crime and the general enforcement of the laws of this state while under the immediate supervision of a peace officer possessing a basic certificate issued by the Commission on Peace Officer Standards and Training, the person is engaged in a field training program approved by the Commission on Peace Officer Standards and Training, and the person has completed the course required by Section 832 and any other training prescribed by the commission.

(3) Deployed and authorized only to carry out limited duties not requiring general law enforcement powers in their routine performance. Those persons shall be permitted to perform these duties only under the direct supervision of a peace officer possessing a basic certificate issued by the commission, and shall have completed the training required under Section 832 and any other training prescribed by the commission for those persons. Notwithstanding the provisions of this paragraph, a level III reserve officer may perform search and rescue, personnel administration support, community public information services, communications technician services, and scientific services, which do not involve direct law enforcement without supervision.

(4) Assigned to the prevention and detection of a particular crime

or crimes or to the detection or apprehension of a particular individual or individuals while working under the supervision of a California peace officer in a county adjacent to the state border who possesses a basic certificate issued by the Commission on Peace Officer Standards and Training, and the person is a law enforcement officer who is regularly employed by a local or state law enforcement agency in an adjoining state and has completed the basic training required for peace officers in his or her state.

This training shall fully satisfy any other training requirements required by law, including those specified in Section 832.

In no case shall a peace officer of an adjoining state provide services within a California jurisdiction during any period in which the regular law enforcement agency of the jurisdiction is involved in a labor dispute.

(b) Notwithstanding subdivision (a), a person who is issued a level I reserve officer certificate before January 1, 1981, shall have the full powers and duties of a peace officer as provided by Section 830.1 if so designated by local ordinance or, if the local agency is not authorized to act by ordinance, by resolution, either individually or by class, if the appointing authority determines the person is qualified to perform general law enforcement duties by reason of the person's training and experience. Persons who were qualified to be issued the level I reserve officer certificate before January 1, 1981, and who state in writing under penalty of perjury that they applied for but were not issued the certificate before January 1, 1981, may be issued the certificate before July 1, 1984. For purposes of this section, certificates so issued shall be deemed to have the full force and effect of any level I reserve officer certificate issued prior to January 1, 1981.

(c) In carrying out this section, the commission:

(1) May use proficiency testing to satisfy reserve training standards.

(2) Shall provide for convenient training to remote areas in the state.

(3) Shall establish a professional certificate for reserve officers as defined in paragraph (1) of subdivision (a) and may establish a professional certificate for reserve officers as defined in paragraphs (2) and (3) of subdivision (a).

(4) Shall facilitate the voluntary transition of reserve officers to regular officers with no unnecessary redundancy between the training required for level I and level II reserve officers.

(5) Shall develop a supplemental course for existing level I reserve officers desiring to satisfy the basic training course for deputy sheriffs and police officers.

(d) In carrying out paragraphs (1) and (3) of subdivision (c), the commission may establish and levy appropriate fees, provided the fees do not exceed the cost for administering the respective services. These fees shall be deposited in the Peace Officers' Training Fund established by Section 13520.

(e) The commission shall include an amount in its annual budget request to carry out this section.

SEC. 2. The Legislature has the following intent with regard to the changes made by this bill to Section 832.6 of the Penal Code during the 1993-94 Regular Session:

(a) To make the training requirements of level I reserve officers consistent with those of regular police officers or deputy sheriffs.

(b) To recognize that all level I reserve officers and regular police officers or deputy sheriffs have identical authority and responsibilities while on duty, and that it is necessary that these officers have the same minimum training requirements consisting of the POST basic course for entry level training and a continuing professional training requirement as determined by the commission.

(c) To ensure the smooth and voluntary transition of reserve officers to regular officers without unnecessary redundancy in the training.

(d) To encourage the Commission on Peace Officer Standards and Training to develop a supplemental course for existing level I reserve officers with the advice and assistance of reserve officer associations, reserve coordinators, local law enforcement agencies, and training providers.

(e) To ensure that the Commission on Peace Officer Standards and Training will make every possible attempt to certify or approve additional extended format academy providers and convenient locations, and approve other modularized training formats for level I reserve officers to satisfy the basic training requirements for regular deputy sheriffs and police officers.

PROPOSED AMENDMENTS TO POST REGULATIONS AND COMMISSION PROCEDURES

**1005. Minimum Standards for Training.**

(a) through (c) (5) continued.

(d) Continuing Professional Training (Required).

- (1) Every peace officer below the rank of a middle management position as defined in Section 1001 (p) and every Level I Reserve Officer (both designated and non-designated) as defined in Commission Procedure H-1-2 (a) shall satisfactorily complete the Advanced Officer Course of 24 or more hours at least once every two years after completion of the Basic Course.
- (2) The above requirement may be met by satisfactory completion of one or more certified Technical Courses totaling 24 or more hours, or satisfactory completion of an alternative method of compliance as determined by the Commission. In addition to the above methods of compliance, regular officer supervisors may also satisfy the requirement by completing POST-certified Supervisory or Management Training Courses.
- (3) Every regular officer, regardless of rank, may attend a certified Advanced Officer Course and the jurisdiction may be reimbursed.
- (4) Requirements for the Advanced Officer Course are set forth in the POST Administrative Manual, Section D-2.



**1006. Extension of Time Limit for Course Completion.**

- (a) The Commission will grant an extension of time for completion of any course required by Sections 1005, ~~or 1018, or 1007~~ of the Regulations upon presentation of satisfactory evidence by a department that a peace officer, reserve officer, or dispatcher is unable to complete the required course within the time limit prescribed because of illness, injury, military service, or special duty assignment required and made in the public interest of the concerned jurisdiction; or upon presentation of evidence by a department that a peace officer, reserve officer, or dispatcher is unable to complete the required course within the time prescribed. Time extensions granted under this subsection shall not exceed that which is reasonable, bearing in mind each individual circumstance.
- (b) continued.

## 1007. Reserve Officer Minimum Standards

(a) (1) through (a) (8) continued.

(b) Every reserve peace officer shall be trained in conformance with the following requirements:

- (1) Every designated Level I reserve peace officer (see defined in PAM, sSection H-1-2(a)), before being assigned to duties which include the exercise of peace officer power, shall satisfactorily meet the training requirements of the Regular Basic Course for regular officers (see PAM, section D-1-3). ~~Every non-designated Level I reserve peace officer (see PAM, section H-1), before being assigned duties which include the exercise of peace officer power, shall satisfactorily complete POST-certified Reserve Peace Officer Courses, Modules A, B, and C, and complete 200 hours of structured field training (see PAM, Section H-3), or shall satisfactorily meet the training requirements of the Basic Course for regular officers (see PAM, section D-1).~~

Every designated Level I reserve peace officer shall also satisfy the Continuing Professional Training requirement set forth in Regulation 1005(d).

- (2) Every non-designated Level I reserve peace officer (defined in PAM, Section H-1-2(a)) and appointed after January 1, 1997, before being assigned to duties which include the exercise of peace officer power, shall satisfactorily complete the training requirements of the Regular Basic Course set forth in PAM, section D-1-3). A law enforcement agency may request an exemption from this training requirement as outlined in Regulation 1007 (2) (A).

Every non-designated Level I reserve peace officer shall also satisfy the Continuing Professional Training requirement set forth in Regulation 1005(d)).

Every non-designated Level I reserve peace officer appointed on or prior to 1-1-97, before being assigned duties which include the exercise of peace officer powers, shall satisfactorily complete the POST-certified Reserve Training

Modules A,B, and C, and complete 200 hours of structured POST-certified field training (see PAM, section H-3-8), or shall satisfactorily meet the training requirements of the Basic Course for regular officers (see PAM, section D-1).

(A) Requests for exemption.

1. All requests for an exemption of the Regular Basic Course training requirement, specified in Regulation 1007 (b) (2), shall be submitted to the Commission in writing by the department head and shall include a copy of the agency policy which specifies that the duties performed by the agency's non-designated Level I reserves do not include "prevention and detection of crime and the general enforcement of laws" (as defined in Procedure H-1-2(H)) or the policy shall state that the reserves are under the continuous and immediate supervision of a POST-certificated regular officer while performing general law enforcement duties. The policy must also specify the duties that are performed by the non-designated Level I reserves.
2. The Commission shall respond in writing to all requests for approval within 30 days from the date of receipt of the request.
3. Exemptions from the Basic Course training requirement are granted to the agency and not the individual reserve officers. If a non-designated Level I Reserve Officer employed by an agency granted an exemption transfers to an agency that has not been granted an exemption, that reserve officer must meet the Basic Course training requirement specified in Regulation 1007 (b) (2), in order to perform the duties of a Level I reserve.
4. Nothing in this regulation shall be interpreted as precluding "exempted" reserves from handling immediate and life threatening law enforcement emergencies.

(23) Every Level II reserve peace officer (see defined in PAM, section H-1-2(b)), before being assigned to duties which include the exercise of peace officer power, shall satisfactorily complete the POST-certified Reserve Peace Officer Training Courses, Modules A and B (see PAM, Section H-3-3).

(34) Every Level III reserve peace officer (see PAM, Section H-1-2c), before being assigned to duties which include the exercise of peace officer power, shall satisfactorily complete the POST-certified Reserve Peace Officer Training Course, Module A (see PAM, Section H-3).

(c) continued.

**1008. Waiver of Attendance of a POST-Certified Basic Course and Basic Course Regualification Requirements.**

- (b) The Commission requires that each individual who has previously completed a POST-certified basic course, or has previously been deemed to have completed equivalent training, or has been awarded a POST certificate, but has a three-year or longer break in service as a California peace officer must regualify, unless a waiver is obtained pursuant to guidelines set forth in PAM, Section D-11-12, 13 or 14. The means for regualification are repeating the appropriate basic course, satisfactory completion of a POST-certified basic training regualification course, or satisfactory completion of the Basic Course Waiver Process (PAM, Section D-11).

These provisions apply to all individuals who seek appointment or reappointment to positions for which completion of a basic course is required in these regulations. The three-year rule described will be determined from the last date of service in a California peace officer position for which a basic course (as listed in PAM, Section D-1) is required, or from the date of last completion of a basic course, or from the date of last issuance of a basic course waiver by POST; whichever date is most recent. Appointment to any reserve peace officer position listed in Penal Code Section 830.6 shall not ~~(except as expressed in PAM, Section D-11-12(e))~~ be considered service for purposes of this regulation, except for:

- (1) the reserve conditions expressed in PAM, section D-11-12(c), or
- (2) those designated and non-designated Level I reserve peace officers whose law enforcement agency has a written policy requiring that each officer serve a minimum of 16 hours or more monthly.

## Commission Procedure H-1 (Definitions)

1-1. (continued)

**1.2. Definitions.** For purposes of clarifying Penal Code Section 832.6, and establishing uniformity in implementing and conducting the POST Reserve Officer Program, the following definitions apply:

(a) through (c) (continued)

(d) "Exempted reserve" means:

- (1) a reserve peace officer appointed prior to January 1, 1979 for whom training requirements of Penal Code Section 832.6 have been waived by the appointing authority by reason of the reserve officer's prior training and experience, or
- (2) after January 1, 1997, a non-designated Level I reserve employed by a law enforcement agency that has received a Commission approved exemption [see PAM, section 1007 (b) (2) (A)] from the Regular Basic Course training requirements specified in 1007 (b) (2).

## Commission Procedure H-3 (Reserve Officer Training)

**3-2. Minimum Training Standard:** Minimum training relates to the training requirements for the level of assignment and duties being performed by reserve peace officers. The level of assignments are defined in Penal Code Section 832.6. The minimum training standards for Reserve Level I, II and III are outlined Regulation 1007.

~~(a) Each person seeking to be a Level III reserve peace officer shall satisfactorily complete a Module A -- (POST-certified Penal Code Section 832 Arrest and Firearms and Communications and Arrest Methods Course).~~

~~b) Each person prior to exercise of duties as a Level II reserve peace officer shall satisfactorily complete Module A Reserve Peace Officer Training Course (Penal Code Section 832 and Communications and Arrest Methods Course), and a POST-certified Module B Reserve Peace Officer Training Course. In addition, a Level II reserve peace officer must be continuously engaged in a field training~~

~~program approved by POST, pursuant to PAM Section D-13 unless the reserve peace officer was appointed prior to January 1, 1979 and exempted by his or her department head from the provisions of Penal Code Section 832.6 (See PAM, Section H-3-3).~~

- ~~(c) Each person prior to exercise of duties as a "non-designated" Level I reserve peace officer (See PAM, Section H-1-2(a)) shall: (1) satisfactorily complete a POST-certified Reserve Peace Officer Training Course(s) consisting of at least 222 hours, (which includes Modules A, B, and C) and shall satisfactorily complete 200 hours of structured field training approved by POST pursuant to Commission Procedure D-13; or (2) satisfactorily meet the training requirements of the POST-certified Basic Course for regular officers, as prescribed in PAM, Section D-1.~~

Between January 1, 1981 and January 11, 1984, the minimum 200 hours of non designated Level I Reserve Peace Officer Training may also be fulfilled by satisfactory completion of any POST certified reserve training course(s) of 200 or more hours and 200 hours of structured field training, provided the reserve peace officer's department head attests that all requirements of Modules A, B and C have been met. (During this period, completion of less than 200 hours of POST certified Reserve Peace Officer Training, that includes Modules A and B, shall in addition require completion of a POST certified Module C Course to meet the minimum training standards for non-designated Level I reserves.)

- ~~(d) Each person prior to exercise of duties as a "designated" Level I reserve peace officer (See PAM, Section H-1-2(a)), shall satisfactorily meet the training requirements of the Basic Course for regular officers (See PAM, Section D-1-3).~~

- (ae) To be eligible to exercise full powers and duties of a peace officer as provided by Penal Code Section 830.1 (Reference Penal Code Section 832.6(b)), any reserve peace officer appointed prior to January 1, 1981, who has not satisfactorily met the Commission's training requirements of the regular Basic Course (PAM, Section D-1-3) and has been determined by the appointing authority to be qualified to perform general law enforcement duties by reason of the person's training and experience, must have been issued the Reserve Officer Certificate prior to

January 1, 1981.

- (b)f) Equivalent training may be established through the Basic Course Waiver Evaluation and Examination Process described in PAM D-11. A department head may request an evaluation (based on the training described in PAM, Section D-1) if an individual is under consideration for appointment as a Level I reserve peace officer.

**3-3. Reserve Officer Training Requirements Modules:** Training Modules, as required by Regulation 1007, shall be completed prior to assignment of peace officer duties as follows: ~~The following minimum training requirements apply to reserve peace officers:~~

Level III

Module A - (64 hours)  
P.C. 832 Arrest &  
Firearms Course

Minimum

64 hours

Level II\*

Module A - (64 hours)  
PLUS  
Module B - (90 hours)

Minimum

154 hours

Level I\*

(non-designated  
appointed on or before  
January 1, 1997)

Module A - (64 hours)  
PLUS  
Module B - (90 hours)  
PLUS  
Module C - (68 hours)

Minimum

222 hours

Level I

(designated)

Shall satisfactorily  
meet the training  
requirements of the  
Basic Course (PAM,  
Section D-1-3)

(non-designated  
appointed after  
January 1, 1997)

Shall satisfactorily  
meet the training  
requirements of the



Basic Course (PAM,  
Section D-1-3)

For exempted (defined in PAM,  
Section H-1-2 (d) (2) only)  
non-designated Level I's

Module A - (64 hours)  
PLUS  
Module B - (90 hours)  
PLUS  
Module C - (68 hours)  
PLUS  
Completion of 200 hours  
of structured POST-approved  
field training

**3-8. Field Training:** ~~Field training is required for non-designated Level I reserve officers and Level II reserve officers, except when the reserve has been determined to be: (1) an exempt reserve as provided for in Penal Code Section 832.6(b), Stats. 1977, C.987, effective January 1, 1979; (2) or has satisfactorily completed the training requirements of the regular Basic Course; (3) or possesses a regular POST Basic Certificate.~~

~~(a) Persons prior to exercising duties as non-designated Level I reserve officers, who have not satisfactorily completed the training requirements of the Basic Course (PAM, Section D-1), shall complete 200 hours of structured field training, in addition to the required classroom training. The field training shall be provided by the reserves' respective departments and designed on the concepts and appropriate subject matter included in the "POST Field Training Guide." Specific approval of the field training program is required by POST.~~

(b) (no changes)

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

FINANCE COMMITTEE MEETING  
January 11, 1995 - 2:00 P.M.  
Holiday Inn Capitol Plaza  
300 J Street  
Sacramento, CA 95814  
(916) 446-0100

**AGENDA****A. Call to Order****B. Financial Report- Second Quarter FY 1994-95**

A report on the status of the training reimbursement budget will be presented at the meeting. The report will include revenue and reimbursement expenses through December 31, 1994.

A projection for the balance of the Fiscal Year will be presented with this report. The projection will enable the Committee to consider:

- o Current year reimbursement suspensions
- o Proposed increase in one Supervisory Leadership (\$83,000)
- o Proposed contract for student workbooks (\$99,381)

**C. FY 95-6 Governor's Budget**

A copy of the FY 95/96 Governor's Budget will be provided for information and reference purposes.

**D. Field Survey Regarding POST Programs**

This matter is on the regular agenda under Item I, and is on the Finance Committee agenda for discussion and recommendation.

**E. Review of Proposed Contracts on the January 12, 1995 Commission Agenda**

Item F on the regular agenda includes two proposed contracts for services to support the Drug/Alcohol IVD courseware. The total amount is \$47,920.

**F. Extension of Contract For Management Fellow**

In 1992 POST contracted with the Los Angeles County Sheriff's Department for the services of Lieutenant Jim Holts to coordinate the reporting requirements of Penal Code Section 13508 on technology applications and skill

facilities for law enforcement training. The initial contract ran from February 1, 1993 to January 31, 1994. The Commission approved an additional contract that ran from February 1, 1994 and ends January 31, 1995.

Lieutenant Holts has been Project Coordinator for the AB 492 study as a POST management fellow. He has completed a comprehensive report that will be submitted to the Legislature in January 1995. Now that the report has been completed and being prepared for presentation to the Legislature, consideration must be given to the future of this project. Many tasks and coordinating activities must be undertaken if legislation to implement recommendations is introduced in the current session. A bill has not yet been introduced, and there is current uncertainty as to whether the Commission or others should be the proponent.

For the sake of maintaining continuity it would be appropriate to continue using Lieutenant Holts as the Project Coordinator, if a bond bill is introduced.

The matter is on this agenda for discussion.

G. Review of Proposed Contracts for FY 95/96

At each January meeting, the Commission receives a Committee report on major training, standards, and administrative contracts planned for the upcoming year. Information regarding these contracts is presented in order to obtain the Commission's approval to negotiate and return the proposed contracts for final approval at the April 1995 Commission meeting.

If the Finance Committee concurs, the appropriate action would be to recommend that the Commission authorize the Executive Director to negotiate the contracts and return them to the April meeting for formal approval.

Proposed contracts to be negotiated for FY 95-6:

Training Contracts

1. Management Course

This course is currently budgeted at \$311,396 for 20 presentations spread among five presenters:

California State University - Humboldt  
California State University - Long Beach  
California State University - Northridge  
California State University - San Jose  
San Diego Regional Training Center

Course costs are consistent with Commission guidelines, and performance by all five presenters has been satisfactory. Staff anticipates modest increases over FY 94/95 due to increased costs for instructors, coordination, facilities, and materials.

2. San Diego Regional Training Center for support of Executive Training (e.g., Command College, Executive Training, and Executive Seminars)

The San Diego Regional Training Center serves as the chief contractor for a variety of training activities of the Commission conducted by the Center for Leadership Development. Curriculum development as well as instructional and evaluation costs for these training activities for FY 94/95 was \$534,453. Staff anticipates only modest increased costs in the FY 1995/96 contract.

3. CSU Long Beach for support of the Supervisory Leadership Institute

The CSU Long Beach Foundation provides administrative services for the Supervisory Leadership Institute. This includes training site support, ordering materials, paying instructors and auditors, and purchasing/maintaining equipment. Costs for these services in FY 94/95 were \$406,357 for six classes running continuously throughout the year. Staff anticipates only modest increased costs in FY 95/96.

4. Department of Justice Training Center

The Department of Justice has provided training to local law enforcement each year through an Interagency Agreement with POST since 1974. The Commission approved a current year contract in an amount not to exceed \$951,635.

Approval is requested to negotiate a similar agreement for FY 95/96. Staff anticipates that any presentation cost increases will be offset by the cancellation of existing courses or reducing course presentations where appropriate. The overall contract amount is not expected to exceed the FY 94/95 total.

5. San Diego State University for 12 Satellite Video Broadcasts

POST currently has an interagency agreement with San Diego State University for \$54,000 for the assembly and transmission of 12 videotape training programs during FY 94/95. It is recommended that this interagency agreement be continued for similar services during FY 95/96.

Approval is requested to negotiate a new contract with San Diego State University, or other units of the California State System, for 12 satellite broadcasts.

6. Alameda County District Attorney's Office and Golden West College for Case Law Update Video Production

POST currently has contracts with Alameda County District Attorney's Office and Golden West College for \$52,000 for the production of 24 Case Law Update programs each during FY 94/95. It is requested that these contracts be negotiated for similar services during FY 95/96 as well.

7. 1995/96 Telecourse Programs

POST will have developed and delivered 12 telecourse programs and two specialized training films during FY 94/95. The current contract for these programs is with the San Diego State University for a cost not to exceed \$40,000 per telecourse.

Unless otherwise indicated, we propose that the Commission continue with the regular 12 telecourses for FY 95/96. However, experience has shown the need to be able to produce additional unspecified training broadcasts during the year. To meet this telecourse training need, we propose adding two additional contingency broadcasts to the contract at an amount not to exceed \$25,000 per broadcast.

Approval is requested to negotiate and enter into an interagency agreement with the San Diego State University for production and uplinking of 12 regular telecourse training and two contingency broadcasts in a total amount not to exceed \$530,000.

8. Master Instructor Program

At its November 1993 meeting, the Commission, approved a contract totalling \$90,513 for FY 94/95 with the San Diego Regional Training Center to continue the Master Instructor Development Program on an ongoing basis. The program is the key to the Commission's emphasis on improving the quality of instruction for law enforcement. The contractor has provided POST with superior presentation support and meets POST's demand for high quality law enforcement training.

Approval is requested to negotiate a contract with the San Diego Regional Training Center to continue the program for FY 95/96.

9. Robert Presley Institute for Criminal Investigation

The Commission approved contracts totalling \$240,000 to provide eight offerings of the ICI Core Course in FY 94/95. Currently all of the presentations in FY 94/95 are full, and there is a combined list including both presenters of 55 students waiting to take the course. There is a need to reduce the waiting list, and a central jurisdiction vendor would diminish travel and per diem costs. It is recommended that a third vendor present an additional two presentations. It is estimated that the increase in presentations will increase the previous contract by \$60,000, for a total of \$300,000.

One or more vendors may be interested and qualified to present the Core Course. The contract approach allows agencies to send investigators to the Core Course without having to pay tuition costs "up-front" and then apply to POST for reimbursement. The cost to POST is essentially the same.

10. Robert Presley Institute of Criminal Investigation Instructors' Workshops

The Commission authorized special training during FY 94/95 for instructors of the Robert Presley Institute of Criminal Investigation (ICI) so that the ICI Core and Foundation Specialty Courses are designed and taught using the adult experience-based learning concepts.

POST currently has a contract with the San Diego Regional Training Center to present the Robert Presley Institute of Criminal Investigation (ICI) Instructors' Update Workshops and conduct six course evaluation meetings at a cost not to exceed \$45,000.

In order to train additional instructors to fill vacancies, it is proposed that three additional ICI Instructors' Update Workshops be conducted during FY 95/96. In addition to specialized training for ICI instructors, periodic meetings of instructors teaching in ICI courses are required to maintain the dynamic nature of the course work and to make recommended changes in the curriculum.

Approval is requested to negotiate a similar contract with the San Diego Regional Training Center for FY 95/96.

11. Basic Narcotic, Basic Motorcycle, and Basic Academy Driver Training

Last year the Commission approved contracts for specific presenters of the Basic Narcotics, Basic Motorcycle, and Basic Academy Driver Training for FY 94/95. The aggregate amount was for \$2,343,413. The report under this tab would authorize the Executive Director to negotiate contract agreements to present these courses for FY 95/96.

Standards Contracts

12. Cooperative Personnel Services for Basic Course Proficiency Exam

POST has contracted with Cooperative Personnel Services for administration of the POST Proficiency Examination each of the last ten years. The current year contract is for \$37,290. The amount of the FY 95/96 contract should not exceed this amount.

13. Interagency Agreement with Cooperative Personnel Services for Entry-Level Reading and Writing Test Battery

POST has contracted with Cooperative Personnel Services for administration of the POST entry-

level reading and writing test battery since 1983. The current year contract is for \$78,900. The proposed contract for FY 95/96 is not expected to exceed this amount.

14. Interagency Agreement with Cooperative Personnel Services for P.C. 832 Written Examination

POST has contracted with Cooperative Personnel Services for administration of the P.C. 832 Written Examination since 1989. The current year contract is \$78,470. The proposed contract for FY 95/96 is not expected to exceed this amount.

Administrative Contracts

15. State Controller's Office for Interagency Agreement for Auditing Services

Each year POST has negotiated an Interagency Agreement with the State Controller's Office to conduct audits of selected local jurisdictions which receive POST reimbursement funds. The

Commission approved an agreement not to exceed \$85,000 for the current fiscal year.

Approval is requested to negotiate a similar agreement to maintain current level of service for FY 95/96.

16. Interagency Agreement with Teale Data Center for Computer Services

Each year POST has negotiated an Interagency Agreement with Teale Data Center (a state agency) for supplemental computer services. The contract provides a link between POST's computer and the Data Center's mainframe computer. This allows data processing jobs and the storage of large data files that require more resources than POST's minicomputer can provide. Current year costs for this service are approximately \$65,000.

Approval is requested to negotiate an Interagency Agreement with the Teale Data Center for computer services in 1995/96 for an amount similar to the current year's costs.



17. Ingres Contract

Each year POST has contracted with Computer Associates, Inc. for maintenance and support for the Ingres data base management system (INGRES). Ingres runs on POST's mini-computer and is used to maintain peace officer employment, training, and reimbursement information. The current year contract is \$12,071.

Approval is requested to negotiate a contract with Computer Associates, Inc. for Ingres maintenance and support in 1995/96 for an amount similar to the current year's costs.

18. CALSTARS Contract

The mandated California Accounting and Reporting Systems (CALSTARS) requires an agreement with the Health and Welfare Data Center to provide computer linkage and necessary data processing services. The Commission approved a current year contract in an amount not to exceed \$25,000.

Approval is requested to negotiate a similar agreement to maintain the current level of required services for FY 95/96.

H. ADJOURNMENT

## State of California

## Department of Justice

## M E M O R A N D U M

To : Finance Committee

Date: December 21, 1994

NORMAN C. BOEHM  
Executive Director

From : Commission on Peace Officer Standards and Training

Subject : EXTENSION OF CONTRACT FOR POST MANAGEMENT FELLOW

In 1992, POST contracted with the Los Angeles County Sheriff's Department for the services of Lieutenant Jim Holts to coordinate the reporting requirements of Penal Code Section 13508 on technology applications and skill facilities for law enforcement.

The initial contract ran from February 1, 1993 to January 31, 1994. The Commission approved an additional contract that ran from February 1, 1994 through February 28, 1995.

A substantial amount of work was accomplished by Lieutenant Holts and a comprehensive report has been completed for submission to the Legislature in January 1995. The report outlines the use of technology applications for law enforcement training, and proposes a shared plan for regional skill training centers for use by all public safety personnel statewide. The report also outlines an implementation plan and funding strategy. However, if the recommendations are to be successful, there is additional work that needs to be accomplished.

Now that the AB 492 report is completed and being prepared for presentation to the Governor and the Legislature, the Commission must look to the future of this project. Many tasks and coordinating activities must be undertaken if legislation to implement recommendations is introduced in the current session.

The Commission has recommended that a bond bill be introduced into the Legislative process. A bill has not yet been introduced, and there is current uncertainty as to whether the Commission or others should be the proponent for introducing the necessary legislation. If a bill is to be introduced, that process should begin early in 1995 so that the Commission may have an edge on early submission of bonds bills that are anticipated for the 1996 general election ballots.

Early introduction of this bond bill will give the Commission several advantages, including more time to generate and solidify support for the bond measure from public safety executives, community groups and leaders,

business groups, citizen groups, local officials, and the Governor and Legislature.

Any bond measure proposal and resulting legislation must progress through a number of legislative committees before the full Assembly and Senate vote on the bill. Support from the Legislature and Governor are key to passage of the bond legislation. Maintaining the initiative, momentum, and continuity needs to continue after the Legislature receives the report and the Commission's recommendations for implementation and funding of facilities and technology applications.

For the sake of maintaining continuity on this project, it would be appropriate to continue using Lieutenant Holts as the Project Coordinator if a bond bill is introduced. The current contract with Los Angeles County for his services ends January 31, 1995. A six-month extension would extend that contract for services through July 31, 1995. Costs for the contract extension are estimated at \$70,000. This would allow the Commission to have a Project Coordinator in place to work on the necessary preparatory tasks needed to implement the Commission recommendations outlined in the report to the Legislature.

Continuing to use the services of Lieutenant Holts in the Project Coordinator position will also help POST in supplementing staff resources to work on this project. Two vacant consultant positions that may not be filled in the near future is creating staff workload problems. The services provided by Lieutenant Holts on a contract basis can provide some relief in not having to redirect existing consultant staff to accomplish the project follow-up and maintenance activities listed on the attachment.

The matter is on the agenda for information and discussion.

## COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT			
<b>Agenda Item Title</b> Management Course Contracts Fiscal Year 1995/96			<b>Meeting Date</b> January 12, 1995
<b>Bureau</b> Center for Leadership Development	<b>Reviewed By</b> <i>Robert H. Feller</i>	<b>Researched By</b> Beverley Short	
<b>Executive Director Approval</b> <i>Morgan L. Bohm</i>	<b>Date of Approval</b> 12-8-94	<b>Date of Report</b> December 5, 1994	
<b>Purpose:</b>			
<input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<b>Financial Impact:</b> <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No	
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.			
<p><u>Issue</u></p> <p>Commission review and approval of Management Course contracts as proposed for Fiscal Year 1995/96 are required to authorize the Executive Director to negotiate contract with presenters.</p> <p><u>Background</u></p> <p>These courses are currently budgeted at \$311,396 for twenty (20) presentations by five (5) presenters:</p> <p style="margin-left: 40px;">             California State University - Humboldt              California State University - Long Beach              California State University - Northridge              California State University - San Jose              San Diego Regional Training Center - San Diego           </p> <p>No other educational institutions have expressed interest in presenting the Management Course. In addition, there are two (2) certified Management Course presenters who offer training to their own personnel at no cost to the POST fund:</p> <p style="margin-left: 40px;">             California Highway Patrol              State Department of Parks and Recreation           </p> <p><u>Analysis</u></p> <p>Course costs are consistent with POST tuition guidelines. Required learning goals are being satisfactorily presented by each contractor.</p> <p>It is estimated that twenty-two (22) presentations will be required in FY 1995/96. Staff anticipates some increases over FY 1994/95 due to increased costs for instructors, coordination, facilities, and materials.</p> <p><u>Recommendation</u></p> <p>Authorize the Executive Director to negotiate new contracts to be returned to the Commission at the April 1995 meeting.</p>			

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

# COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Contract for Command College and Executive Training Fiscal Year 1995/96		January 12, 1995
Bureau	Reviewed By	Researched By
Center for Leadership Development	<i>Robert S. Fuller</i>	Beverley Short
Executive Director Approval	Date of Approval	Date of Report
<i>Morgan C. Behm</i>	12-8-94	December 5, 1994
Purpose:		Financial Impact:
<input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

Issue

Commission review and approval of the Command College and Executive Training contract for fiscal year 1995/96 are required to authorize the Executive Director to negotiate with the presenter.

## Background

Since the inception of the Command College in 1984, the Commission has approved a contract with San Diego Regional Training Center to provide the services of faculty, facilitation, coordinators, facilities, materials, course development, and related activities for the Command College and seminars for chiefs, sheriffs, and senior law enforcement managers. Additionally, beginning with the 1992/93 fiscal year, the Commission approved the costs of administering and presenting the Executive Development Course to be included in the executive training contract.

Each year, two Command College classes graduate and two classes begin the two-year program. During the 1995/96 Fiscal Year, 19 Command College workshops will be presented for Classes 21, 22, 23, 24, and 25.

Executive training has been designed to meet the stated needs of chiefs, sheriffs, and senior managers. In 1995/96, CLD staff will develop, coordinate, and present 25 executive seminars.

The Executive Development Course is presented in two modules of 40 hours each. The course is held in both the northern and southern part of the state for the convenience of the participants and to further conserve on travel and per diem reimbursement costs. During 1994/95 fiscal year, five presentations were approved by the Commission for a total cost of \$105,850. During the 1995/96 fiscal year, five presentations will also be needed to meet the high demand for this training for law enforcement executives and their next-in-command officers. The total cost for the Executive Development Course for 1995/96 is expected to remain the same.

The total contract costs for the Command College, management and executive training seminars, and the Executive Development Course for F.Y. 1994/95 is \$534,453.

#### Analysis

Funds will be needed to support the on-going programs of the Command College, executive training, and seminars and the Executive Development Course.

#### Recommendation

Authorize the Executive Director to negotiate a new contract to be returned for Commission approval at the April 1995 meeting.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT			
<b>Agenda Item Title</b> Supervisory Leadership Contract Fiscal Year 1995/96		<b>Meeting Date</b> January 12, 1995	
<b>Bureau</b> Center for Leadership Development	<b>Reviewed By</b> <i>Robert D. Fuller</i>	<b>Researched By</b> Tom Hood	
<b>Executive Director Approval</b> <i>Morgan C. Boelun</i>	<b>Date of Approval</b> 12-8-94	<b>Date of Report</b> December 5, 1994	
<b>Purpose:</b> <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<b>Financial Impact:</b> <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No	
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.			
<div style="margin-bottom: 20px;"> <u>Issue</u>   <p>Commission review and approval of the Supervisory Leadership Contract as proposed for Fiscal Year 1995/96 are required to authorize the Executive Director to negotiate a contract with CSU Long Beach.</p> </div> <div style="margin-bottom: 20px;"> <u>Background</u>   <p>The Commission approved three classes of the Supervisory Leadership Institute (SLI) for Fiscal Year 1988/89 and four classes commencing FY 1989-90. Beginning the 1990-91 FY the Commission approved six classes to run continuously.</p> <p>The Commission approved a contract with CSU Long Beach to assist in the development and administration of the program.</p> </div> <div style="margin-bottom: 20px;"> <u>Analysis</u>   <p>The 1994/95 contract costs of \$406,357 are consistent with similar management and executive training programs administered by POST. Plans are to continue six classes in FY 95/96. This will require the continuing search for and development of a total of 12 facilitators to meet the need of team instruction and courses being presented simultaneously.</p> </div> <div> <u>Recommendation</u>   <p>Authorize the Executive Director to negotiate a new contract to be returned for Commission approval at the April 1995 meeting.</p> </div>			

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
POST/DOJ Interagency Agreement for Training		January 12, 1995
Bureau	Reviewed By	Researched By
Training Delivery & Compliance Bureau	Ronald T. Allen <i>RIA</i>	Bob Spurlock <i>RS</i>
Executive Director Approval	Date of Approval	Date of Report
<i>Morgan C. Boehm</i>	<i>12/19/94</i>	December 20, 1994
Purpose:		Financial Impact:
<input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUES

The Commission and the Department of Justice Advanced Training Center have provided training to local law enforcement agencies during Fiscal Year 1994-95 through an Interagency Agreement.

BACKGROUND

The Department of Justice has been contracting with POST to provide training to local law enforcement agencies since 1974. During Fiscal Year 1994-95, the amount allocated to this training was \$951,635. For this amount the Department of Justice presented 19 separate courses.

The Department of Justice is agreeable to conduct a similar training program in Fiscal Year 1995-96.

RECOMMENDATION

Authorize the Executive Director to negotiate a similar agreement with the Department of Justice for Fiscal Year 1995-96.



## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Contract Authority to Broadcast Video Training Tapes		Meeting Date January 12, 1995
Bureau Training Program Services	Reviewed By <i>Otto Saltenberger</i> Otto Saltenberger	Researched By <i>Bill Masters</i> Bill Masters
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval 12-15-94	Date of Report December 7, 1994
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input checked="" type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission authorize the Executive Director to negotiate an interagency agreement with San Diego State University or other public entities to assemble and broadcast twelve videotape training programs during Fiscal Year 1995-96.

BACKGROUND

At its April 21, 1994 meeting, the Commission approved a \$54,000 contract with San Diego State University for twelve satellite broadcasts of videotape training programs during 1994-95. Seven of the broadcasts have been completed with the remaining five scheduled for one each month through June 1995. The broadcasts are being recorded and used by law enforcement agencies for training of their personnel. Feedback from the field continues to be highly commendatory, and the Commission has been encouraged to continue this program.

ANALYSIS

Broadcasting of training programs via satellite has proven to be an effective method of delivery. Each two-hour broadcast contains at least four agency-produced videotapes and four segments of Case Law Updates, two each produced by the Alameda County District Attorney's Office and Golden West College. Over 400 tapes have been presented via satellite since the series began in December of 1988. This method of distribution has greatly expanded the use of existing videotaped material and helped to improve the effectiveness of training programs overall.

RECOMMENDATION

It is recommended that the Executive Director be authorized to negotiate a new contract with San Diego State University, or other units of the California State University System, for the assembly and transmission of twelve training tape satellite broadcasts.

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Contract Authority to Produce Case Law Update Satellite Programs		Meeting Date January 12, 1995
Bureau Training Program Services	Reviewed By <i>[Signature]</i> Otto Saltenberger	Researched By <i>[Signature]</i> Bill Masters
Executive Director Approval <i>[Signature]</i> Norman C. Boehm	Date of Approval 12-15-94	Date of Report December 7, 1994
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Should the Commission authorize the Executive Director to negotiate contracts with Alameda County District Attorney's Office and Golden West College to produce 24 Case Law Update training programs each during Fiscal Year 1995-96.

BACKGROUND

At its April 21, 1994 meeting, the Commission approved \$52,000 for contracts with Alameda County District Attorney's Office and Golden West College for the production of 24 Case Law Update training programs each during 1994-95. Fourteen programs from each producer have been included in monthly POST videotape training broadcasts so far, with ten from each producer scheduled for use during the remainder of this fiscal year. The reaction to the programs has been favorable, and the Commission has been encouraged to continue this series.

ANALYSIS

Case Law Updates are included in POST satellite broadcasts to provide current information on recent court decisions to all California law enforcement agencies. The presenters include three assistant district attorneys and an Orange County Superior court judge. The subject matter has been coordinated by POST staff to avoid duplication of production efforts. Cases chosen are recent and applicable to the needs of the law enforcement community. These updates have greatly increased the effectiveness of videotape training broadcasts.

RECOMMENDATION

It is recommended that the Executive Director be authorized to negotiate new contracts with the Alameda County District Attorney's Office and Golden West College for the production of 24 Case Law Updates each during the 1995-96 fiscal year.

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT			
Agenda Item Title Request for Authority to Negotiate Contracts for the FY 1995-96 Telecourse Programs		Meeting Date January 12, 1995	
Bureau Training Program Services	Reviewed By Otto Saltenberger	Researched By Ray Bray	
Executive Director Approval <i>Norman L. Graham</i>	Date of Approval 12-15-84	Date of Report December 12, 1994	
Purpose:  <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No	
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.			
<p><b>ISSUE</b></p> <p>Should the Commission authorize the Executive Director to negotiate an interagency agreement with San Diego State University, or other public entities, for distance learning telecourse training programs for fiscal year 1995-96.</p> <p><b>BACKGROUND</b></p> <p>During fiscal year 1994-95, POST will have produced and presented a total of 12 telecourses. At this time it appears that the costs for producing these programs will not exceed the costs allocated for the current fiscal year of \$530,000.</p> <p>Two necessary specialized training videos are anticipated to be completed during the 94/95 fiscal year. It is assumed that the need will exist to complete additional, but unspecified projects and training broadcasts in the upcoming fiscal year.</p> <p>The production and presentation of satellite telecourses continues to be a valuable, effective training medium. The Law Enforcement community has enthusiastically accepted the medium, as evidenced by positive evaluations and many unsolicited calls requesting specific topics for future broadcasts. Telecourses moreover are used to partially satisfy the continuing professional training requirement.</p> <p><b>ANALYSIS</b></p> <p>It is proposed to again produce 12 telecourses during the 1995-96 fiscal year. Subject matter for the planned telecourse programs are drawn from a variety of contemporary law enforcement issues, legislative mandates and from topics requested by officers on their evaluations of recently viewed telecourses. Although we would like to do more, staff and fiscal resources might prove prohibitive.</p>			

The inevitable contingency exists which may require the completion of unscheduled specialized training video production. Such events impact and strain the contract resources designed for telecourse production. Specialized videos are estimated at approximately \$25,000. each. The completion of two unplanned videos would require an additional \$50,000.

San Diego State University' KPBS Public Broadcasting has provided POST with excellent production capability. Their management, script writers, producers , directors, and camera operators have adapted well and support POSTS demand for high quality law enforcement programming.

#### RECOMMENDATION

Authorize the Executive Director to negotiate with San Diego State University or other public entities for production of telecourses and specialized training videos in an amount to accommodate current and project increased costs.

COMMISSION AGENDA ITEM REPORT			
<b>Agenda Item Title</b> Request for Authority to Negotiate a Contract for the 1995-96 Master Instructor Program		<b>Meeting Date</b> January 12, 1995	
<b>Bureau</b> Training Program Services	<b>Reviewed By</b> Otto Saltenberger <i>[Signature]</i>	<b>Researched By</b> Don Moura <i>[Signature]</i>	
<b>Executive Director Approval</b> <i>[Signature: Norman C. Boehm]</i>	<b>Date of Approval</b> 12-15-94	<b>Date of Report</b> December 9, 1994	
<b>Purpose:</b> <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<b>Financial Impact:</b> <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No	
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.			
<p><b><u>ISSUE</u></b></p> <p>Should the Commission authorize the Executive Director to negotiate a contract for the Master Instructor Development Program for Fiscal Year 1995-96?</p> <p><b><u>BACKGROUND</u></b></p> <p>At its April 21, 1994 meeting, the Commission approved a contract totalling \$90,513 for Fiscal Year 1994-95 with the San Diego Regional Training Center to continue the Master Instructor Development Program by approving funding workshops for Classes #2, #3 and #4. Each Master Instructor Program Class consists of five workshops over a twelve month period which transcends fiscal years. The 1994-95 contract provided the remaining three workshops for Class #2, four of five workshops needed for Class #3, and two of five workshops for Class #4.</p> <p><b><u>ANALYSIS</u></b></p> <p>The Master Instructor Program trains and develops instructors to the Master Instructor level. Individuals completing the course in turn train novice and journeymen level instructors in POST developed instructor development courses. The Master Instructor Program is the key to the Commission's emphasis on improving the quality of instruction for law enforcement.</p> <p>The San Diego Regional Training Center has provided POST with superior presentation support and meets POST's demand for high quality law enforcement training.</p> <p>Authority to negotiate terms for a new annual contract with the San Diego Regional Training Center is appropriate. This 1995-96 contract would provide the remaining three workshops for Class #4, four of five workshops needed for Class #5, and two of five workshops for class #6.</p>			

RECOMMENDATION

Authorize the Executive Director to negotiate a new contract with the San Diego Regional Training Center for the Master Instructor Development Program for Fiscal Year 1995-96.

COMMISSION AGENDA ITEM REPORT			
Agenda Item Title Authority to negotiate contract for the Robert Presley Institute of Criminal Investigation Core Course, FY 1995-96		Meeting Date January 12, 1995	
Bureau Training Program Services	Reviewed By Otto Saltenberger	Researched By Neil Zachary	
Executive Director Approval <i>Monahan C. Boehm</i>	Date of Approval 12-15-94	Date of Report December 6, 1994	
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input checked="" type="checkbox"/> No	
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.			
<p><b><u>ISSUE</u></b></p> <p>Should the Commission authorize the Executive Director to negotiate a contract for the continued delivery of ten offerings of the Robert Presley Institute of Criminal Investigation (ICI) Core Course for Fiscal Year 1995-96.</p> <p><b><u>BACKGROUND</u></b></p> <p>The Commission approved contracts totalling \$240,000.00 to provide eight offerings of the ICI Core Course in Fiscal Year 1994-95. The San Diego Regional Training Center (SDRTC) was granted a contract for 120,000 to present four of the offerings. An identical contract for 120,000 was authorized with the Sacramento Public Safety Center to present the other four offerings.</p> <p>Currently, all of the presentations in FY 1994-95 are full, and there is a combined list including both presenters of 55 students waiting to take the course. There is a need to reduce the waiting list, and adding a central jurisdiction vendor would diminish travel and per diem costs. It is recommended that a third presenter provide two additional presentations. It is estimated that the increase in presentations will increase the previous contract by \$60,000, for a total of \$300,000.</p> <p><b><u>ANALYSIS</u></b></p> <p>The ICI Core Course is presented using the adult experiential learning concepts which have proven to be an excellent method of instruction. Trainees are challenged to learn and perform in realistic role-play exercises and practical simulations. This type of instruction, although the best model for students retention, is costly.</p> <p>The Core Course is a recommended prerequisite to all other courses in the ICI program and is therefore the foundation upon which all other courses are built.</p> <p>Because local agencies are experiencing fiscal constraints during Fiscal Year 1994-95, and found it difficult to front tuition</p>			

costs for the Core Course, the Commission approved paying the presentations costs of the Core Course directly to the presenter. Since the fiscal outlook has not improved, it is assumed they will desire to continue presenting this training via contract.

RECOMMENDATION

Authorize the Executive Director to negotiate a new contract or contracts with interested and qualified public presenters.



COMMISSION AGENDA ITEM REPORT			
Agenda Item Title	Request authority to negotiate contract for the Robert Presley ICI Instructors' Update Workshops	Meeting Date	January 12, 1995
Bureau	Reviewed By <i>[Signature]</i> Otto Saltenberger	Researched By	<i>[Signature]</i> Neil Zachary
Training Program Services	Date of Approval	Date of Report	December 6, 1994
Purpose:		Financial Impact:	
<input type="checkbox"/> Decision Requested	<input type="checkbox"/> Information Only	<input type="checkbox"/> Status Report	<input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.			
<p><b><u>ISSUE</u></b></p> <p>Should the Commission authorize the Executive Director to negotiate a contract with the San Diego Regional Training Center to continue the Robert Presley Institute of Criminal Investigation (ICI) Instructors' Update Workshops for Fiscal Year 1995-96?</p> <p><b><u>BACKGROUND</u></b></p> <p>The Commission authorized special training during FY 1994-95, for instructors of the Robert Presley Institute of Criminal Investigation (ICI) so that the ICI Core and Foundation Specialty Courses are designed and taught using the adult experience-based learning concepts. To ensure that all ICI instructors understand and are competent with the adult experiential learning concept, a 40-hour ICI Instructors' Update Workshop was designed and presented. Approved contract cost for FY 94/95 is \$45,000. Since inception of the ICI program, a total of 165 instructors have been trained in these workshops. The instructors have assisted in the design of all eleven Foundation Specialty Courses using the adult learning concepts. Instructors have commented that employing adult experience-based learning concepts in the class room make teaching more effective and there is more sharing of knowledge among students.</p> <p>Students completing the ICI Core and Foundation Specialty Courses have favorably evaluated the program which encompasses adult experience-based learning techniques. Students have written on course evaluations that they appreciate the opportunity of sharing and learning from other students.</p> <p><b><u>ANALYSIS</u></b></p> <p>In order to train additional instructors to fill vacancies, it is proposed that three additional ICI Instructors' Update Workshops be conducted during FY 1995-96. Additionally, instructors</p>			

currently teaching in the ICI program require one meeting per year to evaluate the courses and adopt recommended changes. It is proposed that one Core Course meeting and five Foundation Specialty Course meetings be conducted for this purpose. The total cost for FY 95/96 is anticipated to remain approximately \$45,000.00.

Adult experience-based learning concepts have proven to be an excellent method of instruction; it requires total involvement by instructor and student. Trainees are challenged to learn and perform in realistic role-play exercises and practical simulations. All ICI instructors work in the criminal justice system. They range from case-carrying detectives to crime scene analysts to assistant district attorneys and judges. Although they are subject-matter experts in their various fields of instruction and experienced instructors, they do not have the time to complete the entire Master Instructor Development Program. Therefore, the abbreviated, concentrated ICI Instructors' Update Workshop was developed and has been effective.

#### RECOMMENDATION

Authorize the Executive Director to negotiate a contract with the San Diego Regional Training Center to coordinate three ICI Instructors' Update Workshops and conduct six course evaluation meetings during FY 1995-96.

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Request for Contract Approvals - Basic Driver Training, Motorcycle & Narcotic Courses		Meeting Date January 12, 1995
Bureau Training Delivery & Compliance	Reviewed By Ronald T. Allen <i>RTA</i>	Researched By Gary C. Sorg
Executive Director Approval <i>Thomas C. Boehm</i>	Date of Approval 14 December 1994	Date of Report December 14, 1994
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUES

Approval to negotiate contract agreements with certain POST certified presenters of the Basic Course Driver Training, the Basic Motorcycle Course, and the Basic Narcotic Course to provide training to California law enforcement for fiscal year 1995/1996.

BACKGROUND

Prior to last year, these courses were presented exclusively as a Plan III tuition courses. Shrinking County and City budgets made it difficult for law enforcement agencies to up-front the tuition costs for these programs.

Last year the Commission directed staff to transfer some categories of training, identified as high cost and needed statewide, from Plan III to contract. Basic Course Driver Training, Basic Motorcycle Training, and Basic Narcotics Training, were identified as meeting this category. Although switching from Plan III to contracts has not appreciably increased or decreased the cost to POST of providing these courses, agencies have benefitted by the elimination of up-front costs and some reduction in administrative processing. Contracts in this category total \$2.3 million for fiscal year 1994/95

ANALYSIS

It is proposed the Executive Director be authorized to negotiate contracts with presenters of these courses for fiscal year 1995/1996.

The contract amount would represent the same amount that would be allocated through terms of certification for tuition under Plan III and does not increase the fiscal impact to the Peace Officer Training Fund. These negotiations are the first step towards agreements that would simply continue to make training programs more convenient for law enforcement.

Contract negotiations would occur with the following agency and college presenters:

Alameda County Sheriff's Department  
Alan Hancock College  
Butte College  
California Highway Patrol  
South Bay Regional Public Safety Training Consortium  
(Formerly Evergreen Valley & Gavilan Colleges)  
Los Medanos College  
Oakland Police Department  
College of the Redwoods  
Sacramento Police Department  
San Bernardino Sheriff's Department  
San Diego Police Department  
San Francisco Police Department  
San Mateo Police Department  
Ventura County Sheriff's Department

RECOMMENDATION

Authorize the Executive Director to negotiate contracts with the agencies and colleges presenting the Basic Narcotic Course, the Basic Motorcycle Course, and the Basic Course (Driver Training).

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT		
<b>Agenda Item Title</b> <b>Contract for Administration of POST Proficiency Examination</b>		<b>Meeting Date</b> <b>January 12, 1995</b>
<b>Bureau</b> <b>Standards &amp; Evaluation</b>	<b>Reviewed By</b> 	<b>Researched By</b> <b>John Berner</b> <i>[Signature]</i>
<b>Executive Director Approval</b> <i>[Signature: Norman C. Beckun]</i>	<b>Date of Approval</b> <b>12-14-94</b>	<b>Date of Report</b> <b>December 9, 1994</b>
<b>Purpose:</b> <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<b>Financial Impact:</b> <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.		
<p><b><u>ISSUE</u></b></p> <p>Continuation of the POST contract with Cooperative Personnel Services (CPS) to administer the POST Proficiency Examination.</p> <p><b><u>BACKGROUND</u></b></p> <p>Penal Code Section 832(b) requires POST to develop and administer a basic training proficiency test to all academy graduates. POST has contracted with Cooperative Personnel Services (CPS) for the administration of the examination each of the last 12 years.</p> <p><b><u>ANALYSIS</u></b></p> <p>CPS has done an acceptable job of administering the POST Basic Course Proficiency Examination. Moreover, CPS can administer the examination for less than it would cost if POST staff were to assume this function.</p> <p>The amount of the fiscal year 1994/95 contract is \$37,253.61. The proposed contract for fiscal year 1995/96 is for an amount not to exceed \$44,500. The increase is due in part to an overall billing rate increase of approximately 2%, and an estimated increase in the number of basic academy graduates of approximately 15%. The remainder of the increase (approximately \$1,000) is for the printing of test booklets, which were heretofore printed by the state printing office, but which can be printed at a lesser cost by CPS.</p> <p><b><u>RECOMMENDATION</u></b></p> <p>Authorize the Executive Director to negotiate a contract with CPS for administration of the POST Proficiency Examination during fiscal year 1995/96 for an amount not to exceed \$44,500.</p>		

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

COMMISSION AGENDA ITEM REPORT			
<b>Agenda Item Title</b> <b>Contract for Administration of POST</b> <b>Entry-Level Reading and Writing Test Battery</b>		<b>Meeting Date</b> <b>January 12, 1995</b>	
<b>Bureau</b> <b>Standards &amp; Evaluation</b>	<b>Reviewed By</b>  	<b>Researched By</b> <b>John Berner</b> <i>[Signature]</i>	
<b>Executive Director Approval</b> <i>[Signature: Norman C. Boehm]</i>	<b>Date of Approval</b> <b>12-14-94</b>	<b>Date of Report</b> <b>December 9, 1994</b>	
<b>Purpose:</b> <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<b>Financial Impact:</b> <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No	
In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.			
<p><b><u>ISSUE</u></b></p> <p>Continuation of the POST contract with Cooperative Personnel Services (CPS) to administer the POST entry-level reading and writing test battery.</p> <p><b><u>BACKGROUND</u></b></p> <p>Since 1983, the Commission has authorized that the POST entry-level test battery be made available to agencies in the POST program at no cost. During this period, all test administration services associated with the testing program have been provided under contracts with CPS.</p> <p><b><u>ANALYSIS</u></b></p> <p>All contract services provided by CPS have been acceptable, and POST lacks the staff to perform these services. The 1994/95 fiscal year contract amount is \$78,880.30. The proposed contract for fiscal year 1995/96 is for an amount not to exceed \$95,500. The increase is due to an overall billing rate increase of approximately 3.5%, and an estimated increase in the number of test candidates of approximately 15%.</p> <p><b><u>RECOMMENDATION</u></b></p> <p>Authorize the Executive Director to negotiate a contract with CPS for administration of the POST test battery during fiscal year 1995/96 for an amount not to exceed \$95,500.</p>			

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Contract for POST PC 832 Written Test Examination Services</b>		Meeting Date <b>January 12, 1995</b>
Bureau <b>Standards &amp; Evaluation</b>	Reviewed By	Researched By <b>John Berner</b> <i>[Signature]</i>
Executive Director Approval <i>[Signature: Norman C. Boehm]</i>	Date of Approval <b>12-19-94</b>	Date of Report <b>December 9, 1994</b>
Purpose: <input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Continuation of POST contract with Cooperative Personnel Services (CPS) for PC 832 written test examination services.

BACKGROUND

Penal Code Section 832(a) requires that persons must pass a POST-developed or POST-approved examination to successfully complete the PC 832 course. POST has contracted with CPS for PC 832 written test examination services each of the last six years.

ANALYSIS

CPS has done an acceptable job of providing the contract services. The amount of the 1994/95 fiscal year contract is \$40,373.63. The proposed contract for fiscal year 1995/96 is for an amount not to exceed \$39,500. The proposed amount reflects a billing rate increase of approximately 3%, and an estimated increase in test candidates of approximately 15%. These increases are offset by a savings of approximately \$7,500 due to the delegation of actual administration of the test to course presenters effective October 1, 1994.

RECOMMENDATION

Authorize the Executive Director to negotiate a contract with CPS for PC 832 written test examination services during fiscal year 1995/96 for an amount not to exceed \$39,500.

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
State Controller's Office Agreement for Auditing Services		January 12, 1995
Bureau	Reviewed By	Researched By
Administrative Services	Thomas S. Liddicoat	Staff
Executive Director Approval	Date of Approval	Date of Report
<i>William C. Brehm</i>	12/20/94	December 19, 1994
Purpose:		Financial Impact:
<input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Continuation of the Commission on Peace Officer Standards and Training agreement with the State Controller's Office to provide auditing services.

BACKGROUND

Each year for the past several years, the Commission on Peace Officer Standards and Training has negotiated an interagency agreement with the State Controller's Office to conduct necessary audits of selected local jurisdictions which receive POST reimbursement funds.

ANALYSIS

The State Controller's Office continues to do an acceptable job in conducting the audits of several selected jurisdictions yearly to assure that reimbursement funds are being appropriately expended.

The Commission approved an agreement not to exceed \$85,000 for the current fiscal year. Approval is requested to negotiate a similar agreement for Fiscal Year 1995/96 for an amount to maintain current level of service.

RECOMMENDATION

Authorize staff to negotiate an interagency agreement with the State Controller's Office for services during Fiscal Year 1995/96.



## COMMISSION AGENDA ITEM REPORT

Agenda Item Title Interagency Agreement with Teale Data Center		Meeting Date Jan. 12, 1995
Bureau Computer Services Unit	Reviewed By Glen Fine	Researched By Mitch Coppin
Executive Director Approval <i>Norman C. Boehm</i>	Date of Approval	Date of Report Dec. 20, 1994
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Authorize the Executive Director to negotiate an Interagency Agreement with the Teale Data Center in FY 95/96 for computer services.

BACKGROUND

POST has an Interagency Agreement with Teale Data Center (a State agency) for computer services. The contract provides for a link between POST's computer and the Teale Data Center's mainframe computer. This allows POST to utilize the mainframe's power for complex data processing jobs and the storage of large data files that require more resources than POST's minicomputer or PC's can provide. Teale Data Center staff also provide communications and Local Area Network (LAN) support and consulting services. The current year contract is for \$65,000.


ANALYSIS

POST uses the Teale Data Center mainframe computers for processing large statistical jobs and the storage of large test score data files. POST will also need support services for installing, maintaining, and troubleshooting our LAN system. This agreement will give POST the processing power, storage capabilities, and technical LAN support that it needs during FY 95/96. Costs are expected to be similar to this year (\$65,000).

RECOMMENDATION

Authorize the Executive Director to negotiate an Interagency Agreement with the Teale Data Center for computer services in FY 95/96.

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title <b>Contract for Computer Software Maintenance and Support - Ingres</b>		Meeting Date <b>Jan. 12, 1995</b>
Bureau <b>Computer Services Unit</b>	Reviewed By <b>Glen Fine</b>	Researched By <b>Mitch Coppin</b>
Executive Director Approval 	Date of Approval	Date of Report <b>Dec. 20, 1994</b>
Purpose: <input type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		Financial Impact: <input type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Authorize the Executive Director to negotiate a contract for Ingres computer software maintenance and support through Computer Associates, Inc. for FY 95/96.

BACKGROUND

POST uses Ingres database software to maintain peace officer records on POST's DEC VAX 8350 minicomputer. The current year contract for telephone support and maintenance for Ingres software is \$12,071.

ANALYSIS

POST is currently in the process of replacing its DEC VAX 8350 minicomputer with a DEC Alpha 2100/M500P minicomputer. Support and maintenance for the existing VAX had been contracted annually for approximately \$8,500. Annual support and maintenance for the new Alpha computer is expected to be \$12,000.

RECOMMENDATION

Authorize the Executive Director to negotiate a contract with Computer Associates, Inc. for Ingress software support and maintenance for FY 94/95 for an amount similar to the current year's costs.

## COMMISSION AGENDA ITEM REPORT

Agenda Item Title		Meeting Date
Health and Welfare Data Center - CALSTARS Support		January 12, 1995
Bureau	Reviewed By	Researched By
Administrative Services	Thomas S. Liddicoat	Staff
Executive Director Approval	Date of Approval	Date of Report
<i>William C. Boehm</i>	12/20/94	December 19, 1994
Purpose:		Financial Impact:
<input checked="" type="checkbox"/> Decision Requested <input type="checkbox"/> Information Only <input type="checkbox"/> Status Report		<input checked="" type="checkbox"/> Yes (See Analysis for details) <input type="checkbox"/> No

In the space provided below, briefly describe the ISSUE, BACKGROUND, ANALYSIS, and RECOMMENDATION. Use additional sheets if required.

ISSUE

Continuation of the Commission on Peace Officer Standards and Training agreement with Health and Welfare Agency Data Center for computer linkage in support of the State Accounting System (CALSTARS).

BACKGROUND

The mandated California Accounting and Reporting System (CALSTARS), implemented in 1986, requires that POST enter into a yearly contract with the Health and Welfare Data Center to provide data processing services during the year. The Commission approved an agreement not to exceed \$25,000 for current Fiscal Year 1994/95.

ANALYSIS

Without the continuation of an agreement with the Health and Welfare Data Center, POST will not be able to perform necessary accounting requirements. Approval is requested to negotiate a similar agreement for Fiscal Year 1995/96 for an amount to maintain required level of service.

RECOMMENDATION

Authorize staff to negotiate an interagency agreement with the Health and Welfare Data Center for computer services during Fiscal Year 1995/96.

## 8100 OFFICE OF CRIMINAL JUSTICE PLANNING—Continued

903 State Penalty Fund *		1993-94	1994-95	1995-96
BEGINNING BALANCE.....		-	-	-
REVENUES AND TRANSFERS				
Receipts:				
Operating Revenues:				
217500 Penalties on traffic violations and felony convictions.....		\$120,894	\$134,078	\$143,224
Totals, Receipts.....		\$120,894	\$134,078	\$143,224
Less Revenues Collected for Other Funds:				
Restitution Fund (Indemnity Fund).....		39,984	42,951	45,974
Peace Officers Training Fund.....		30,459	32,038	34,249
Fish and Game Preservation Fund.....		419	440	471
Corrections Training Fund.....		10,151	10,523	11,250
Driver's Training Penalty Assessment Fund.....		26,848	34,322	36,690
Local Public Prosecutors/Defenders Training Fund.....		850	850	850
Victim/Witness Assistance Fund.....		10,798	11,539	12,335
Traumatic Brain Injury Fund.....		500	500	500
Totals, Revenues Collected for Other Funds.....		\$120,009	\$133,163	\$142,319
Totals, Revenues and Transfers.....		\$885	\$915	\$905
Totals, Resources.....		\$885	\$915	\$905
EXPENDITURES				
Disbursements:				
0840 State Controller (State Operations).....		\$885	\$915	\$905
FUND BALANCE.....		-	-	-

## 8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING

The Commission on Peace Officer Standards and Training (POST) is responsible for raising the level of competence of law enforcement officers in California by establishing minimum selection and training standards, improving management practices and providing financial assistance to local agencies relating to the training of their law enforcement officers.

## SUMMARY OF PROGRAM REQUIREMENTS

	93-94	94-95	95-96	1993-94	1994-95	1995-96
10 Standards.....	24.5	24.5	24.5	\$3,327	\$3,798	\$3,849
20 Training.....	43.2	43.4	43.4	12,046	10,247	10,343
30 Peace Officer Training.....	-	-	-	14,150	19,579	25,944
40.01 Administration.....	47.3	45.8	45.8	3,405	3,720	3,811
40.02 Distributed Administration.....	-	-	-	-3,405	-3,720	-3,811
TOTALS, PROGRAMS.....	115.0	113.7	113.7	\$29,523	\$33,624	\$40,136
001 General Fund.....				1,866	1,453	-
268 Peace Officers' Training Fund.....				27,497	32,171	40,136
995 Reimbursements.....				160	-	-

## 10 STANDARDS

## Program Objectives Statement

The standards program establishes job-related selection standards for peace officers and dispatchers. It also provides management consultation to local agencies. Activities include development of examinations and counseling local law enforcement agencies on ways to improve management practices. The Commission also develops professional standards for the operation of law enforcement agencies and administers an agency accreditation program.

Applied research is conducted in the areas of peace officer selection and training, operational procedures and program evaluation in order to meet statutory requirements and to provide management guidance to local law enforcement agencies. The program also provides local agencies with information and technical expertise in the development and installation of new programs.

## Authority

Penal Code Sections 13503, 13512, 13513, and 13551.

## 20 TRAINING

## Program Objectives Statement

POST's training program increases the effectiveness of law enforcement personnel by developing and certifying courses that meet identified training needs, by providing scheduling and quality control of such courses, and by assisting law enforcement agencies in providing necessary training and career development programs. POST assesses training on a continuing basis to assure that emerging needs are met. Courses are offered through local community colleges, four-year colleges, universities, police academies, private trainers and training centers. The curricula cover a wide variety of technical and special courses necessary for effectiveness in police work and

## 8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

address the training needs of recruit, officer, advanced officer, supervisor, manager, executive-level, and other law enforcement agency personnel. Curricula content is updated regularly. The Commission is increasing the use of proven advanced technologies such as satellite broadcast and computer/video interactive in the delivery of training. POST also presents advanced leadership training for law enforcement supervisors and executives through its Command College and the Supervisory Leadership Institute.

The Commission establishes the basic criteria that must be met by each course in order to obtain POST's certification. Assistance is given to applicable educators and police trainers in preparing and implementing courses and training plans. Evaluation mechanisms are employed to ensure that training instructors and coordinators are adhering to established course outlines and are meeting instruction standards. Failure to meet these standards may cause revocation of course certification.

Job-related selection and training standards for peace officers and dispatchers, established by the Standards Program, are enforced through compliance procedures. This is accomplished through inspections of local agencies receiving state aid to assure they are adhering to minimum state standards.

## Authority

Penal Code Sections 13503 and 13508.

## 30 PEACE OFFICER TRAINING

## Program Objectives Statement

The enforcement of laws and the protection of life and property without infringement on individual liberties is one of modern government's most pressing problems. Carefully selected, highly trained and properly motivated peace officers are important factors in the solution of this problem. To encourage and assist local law enforcement agencies to meet and maintain minimum standards in the selection and training of law enforcement officers, financial assistance is provided to all 58 counties, approximately 346 cities, and numerous specialized districts and local agencies which have agreed to meet POST's standards. Financial assistance to participating jurisdictions is provided for the purchase of training courses and related tasks of course development and evaluation. Funding is also provided for the cost of student travel and per diem associated with training presentations.

## Authority

Penal Code Sections 13500 to 13523, Health and Safety Code 11489.

## PROGRAM BUDGET DETAIL

## PROGRAM REQUIREMENTS

## 10 STANDARDS

State Operations:	1993-94	1994-95	1995-96
268 Peace Officers' Training Fund .....	\$3,263	\$3,798	\$3,849
Reimbursements .....	64	-	-
Totals, State Operations .....	\$3,327	\$3,798	\$3,849

## PROGRAM REQUIREMENTS

## 20 TRAINING

State Operations:	1993-94	1994-95	1995-96
268 Peace Officers' Training Fund .....	\$11,950	\$10,247	\$10,343
Reimbursements .....	96	-	-
Totals, State Operations .....	\$12,046	\$10,247	\$10,343

## PROGRAM REQUIREMENTS

## 30 PEACE OFFICER TRAINING

State Operations:	1993-94	1994-95	1995-96
268 Peace Officers' Training Fund .....	\$77	\$87	\$88
Totals, State Operations .....	\$77	\$87	\$88
Local Assistance:	1993-94	1994-95	1995-96
001 General Fund .....	1,866	1,453	-
268 Peace Officers' Training Fund .....	12,207	18,039	25,856
Totals, Local Assistance .....	\$14,073	\$19,492	\$25,856

## TOTAL EXPENDITURES

State Operations .....	\$15,450	\$14,132	\$14,280
Local Assistance .....	14,073	19,492	25,856
TOTALS, EXPENDITURES .....	\$29,523	\$33,624	\$40,136

## 8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

## SUMMARY BY OBJECT

## 1 STATE OPERATIONS

	93-94	94-95	95-96	1993-94	1994-95	1995-96
PERSONAL SERVICES						
Authorized Positions	115.0	119.5	119.5	\$5,461	\$5,702	\$5,751
Total Adjustments	-	-	-	-	86	173
Estimated Salary Savings	-	-5.8	-5.8	-	-220	-269
Net Totals, Salaries and Wages	115.0	113.7	113.7	\$5,461	\$5,568	\$5,655
Staff Benefits	-	-	-	1,443	1,310	1,310
Totals, Personal Services	115.0	113.7	113.7	\$6,904	\$6,878	\$6,965
OPERATING EXPENSES AND EQUIPMENT				\$2,653	\$3,154	\$3,215
SPECIAL ITEMS OF EXPENSE (Training Contracts)				5,893	4,100	4,100
TOTALS, EXPENDITURES				\$15,450	\$14,132	\$14,280

## RECONCILIATION WITH APPROPRIATIONS

## 1 STATE OPERATIONS

## 268 Peace Officers' Training Fund

	1993-94	1994-95	1995-96
APPROPRIATIONS			
001 Budget Act appropriation	\$9,463	\$9,946	\$10,180
011 Budget Act appropriation (contractual services)	4,100	4,100	4,100
Allocation for employee compensation	143	86	-
Transfer from Local Assistance	2,890	-	-
Totals Available	\$16,596	\$14,132	\$14,280
Unexpended balance, estimated savings	-1,306	-	-
TOTALS, EXPENDITURES	\$15,290	\$14,132	\$14,280
995 Reimbursements			
Reimbursements	\$160	-	-
TOTALS, EXPENDITURES, ALL FUNDS (State Operations)	\$15,450	\$14,132	\$14,280

## SUMMARY BY OBJECT

## 2 LOCAL ASSISTANCE

	1993-94	1994-95	1995-96
661701 Grants and Subventions (expenditures)	\$14,073	\$19,492	\$25,856

## RECONCILIATION WITH APPROPRIATIONS

## 2 LOCAL ASSISTANCE

## 001 General Fund

	1993-94	1994-95	1995-96
APPROPRIATIONS			
111 Budget Act appropriation (transfer to Peace Officers' Training Fund)	-	\$1,453	-
Allocation for contingencies or emergencies	\$1,866	-	-
TOTALS, EXPENDITURES	\$1,866	\$1,453	-

## 196 Asset Forfeiture Distribution Fund

	1993-94	1994-95	1995-96
APPROPRIATIONS			
102 Budget Act appropriation (transfer to the General Fund) (expenditures)	(\$711)	-	-
268 Peace Officers' Training Fund			
APPROPRIATIONS			
101 Budget Act appropriation	\$22,588	\$19,492	\$25,856
102 Budget Act appropriation (transfer to the General Fund)	(2,220)	-	-
Transfer to State Operations	-2,890	-	-
Totals Available	\$19,698	\$19,492	\$25,856

## GENERAL GOVERNMENT

ACCRUAL ACCOUNTING (14 mos)

GG 9

## 8120 COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING—Continued

	1993-94	1994-95	1995-96
Less funding provided by the General Fund.....	-	-\$1,433	-
Unexpended balance, estimated savings.....	-\$7,491	-	-
<b>TOTALS, EXPENDITURES.....</b>	<b>\$12,207</b>	<b>\$18,039</b>	<b>\$25,856</b>
<b>TOTALS, EXPENDITURES, ALL FUNDS (Local Assistance).....</b>	<b>\$14,073</b>	<b>\$19,492</b>	<b>\$25,856</b>
<b>TOTALS, EXPENDITURES, ALL FUNDS (State Operations and Local Assistance).....</b>	<b>\$29,523</b>	<b>\$33,624</b>	<b>\$40,136</b>

## FUND CONDITION STATEMENT

## 268 Peace Officers' Training Fund

	1993-94	1994-95	1995-96
<b>BEGINNING BALANCE.....</b>	<b>\$4,115</b>	<b>\$5,350</b>	<b>\$5,552</b>
Prior year adjustments.....	259	-	-
Balance, Adjusted.....	\$4,374	\$5,350	\$5,552
<b>REVENUES AND TRANSFERS</b>			
Receipts:			
Revenues:			
125600 Other regulatory fees.....	172	175	175
130700 Penalties on traffic violations.....	30,459	32,038	34,249
141200 Sales of documents.....	21	23	23
142500 Miscellaneous services to public.....	35	35	35
150300 Income from surplus money investments.....	93	95	95
161000 Escheat of unclaimed checks and warrants.....	6	7	7
Totals, Revenues.....	\$30,786	\$32,373	\$34,584
Transfers to Other Funds:			
800102 General Fund per Item 8120-102-268, Budget Act of 1993.....	-2,220	-	-
800103 General Fund per Section 13.50, Budget Act of 1993 (interest) ..	-93	-	-
Totals, Transfers to Other Funds.....	-\$2,313	-	-
Totals, Revenues and Transfers.....	\$28,473	\$32,373	\$34,584
Totals, Resources.....	\$32,847	\$37,723	\$40,136

## EXPENDITURES

## Disbursements:

8120 Commission on Peace Officer Standards and Training:			
State Operations.....	15,290	14,132	14,280
Local Assistance.....	12,207	18,039	25,856
Totals, Expenditures.....	\$27,497	\$32,171	\$40,136
<b>FUND BALANCE.....</b>	<b>\$5,350</b>	<b>\$5,552</b>	<b>-</b>
Reserve for economic uncertainties.....	5,350	5,552	-

## 8140 STATE PUBLIC DEFENDER

## Program Objectives Statement

The Office of the State Public Defender was established in July 1976 by Chapter 1125, Statutes of 1975, to represent persons entitled to representation at public expense. The State Public Defender has offices in Sacramento and San Francisco.

The State Public Defender, in conjunction with court appointed legal counsel, represents persons who are financially unable to employ counsel in: (a) An appeal, petition for hearing or rehearing to an appellate court or petition for certiorari to the United States Supreme Court or a petition for executive clemency from a judgment relating to criminal or juvenile court proceedings; (b) Petitions for an extraordinary writ or action for relief relating to a final judgment of conviction or wardship; (c) Proceedings after a judgment of death; (d) Proceedings in which an inmate of a state prison is charged with an offense where the county public defender has declined to represent the inmate; and (e) Any proceeding where a person is entitled to representation at public expense. In addition, the Legislature has designated the State Public Defender as the representative for indigents at hearings to extend their commitments as persons found not guilty by reason of insanity.

The enabling legislation specifically provides that the State Public Defender: (1) may employ such deputies and other employees and establish and operate such offices as deemed necessary for the proper performance of the office, (2) may contract with county public defenders, private attorneys and nonprofit corporations, (3) may enter into reciprocal or mutual assistance agreements with the board of supervisors of one or more counties to provide for exchange of personnel, and (4) shall formulate plans for representation of indigents in the Supreme Court and in each appellate district.

Although authorized to provide representation as stated above, since 1989 the State Public Defender has focused its resources on proceedings after a judgement of death. This focus has been necessitated by the growing number of unrepresented inmates on death row and the difficulty in securing private appointed counsel to represent them.

## Authority

Government Code Sections 15400-15404, 15420-15425; Penal Code Sections 1026.5 and 1240.

BUDGET SUMMARY		CONTRACT SUMMARY	
RESOURCES	32,931,000	<b>BUDGETED TRAINING CONTRACTS</b>	
Revenue Projection	31,478,000 (A)	Management Course	308,892
Transfer from the General Fund	1,453,000	Executive Training	534,453
EXPENDITURES:		Supervisory Ldrship Inst	406,357
ADMINISTRATION	9,946,000	DOJ Training Center	927,884
TRAINING CONTRACTS/LA	7,791,350	Satellite Video Tng	54,000
Contracts	6,681,350 (B)	Case Law Updates	52,000
Letters of Agreement	1,000,000	Telecourse Programs	530,000
Conf Room Rental	110,000	Basic Course Prof Exam	37,290
TRAINING REIMBURSEMENT	15,714,846	Misc/reserves	139,124
Trainees: 54,982		Sub-total	2,990,000
Subsistence	7,938,456	<b>ADDITIONAL APPROVED TRAINING CONTRACTS</b>	
Commuter meals	1,315,193	1. Basic Narcotic, Motorcycle, and DT	2,343,413
Travel	3,113,203	2. Master Instructor Program	90,513
Tuition	2,879,715	3. ICI Core Course	240,000
sub-total	15,246,567	4. PC 832 IVD (2nd Year)	266,806
Available for	0	5. POSTRAC	(230,000)*
Training Development		6. PC 832 Exam	78,470
Training Presentation		7. ICI Instructor Update	45,000
Satellite Antennas/IVD	0	8. Reserve for misc contracts	186,530
REIMBURSEMENT CLAIMS FROM FY 93-4	468,279 (C)	9. Cultural Diversity Inst Tng	53,800
EXPENDITURES, TOTAL	33,452,196	10. Driver Training Sims	259,818
RESERVES/DEFICIT	-521,196	11. Spanish Language Training	127,000
		Sub-total	3,691,350
		Total, Approved Contracts	6,681,350

\* - Deferred at this time

A - Projection for FY 94-5 based on 4 months revenue

B - As was done in FY 93-4, an internal redirection of funds has been made to provide for additional training contract requirements that have been approved by the Commission.

C - Payment of FY 93-4 reimbursement claims in FY 94-5



COMPARISON OF REVENUE BY MONTH											
FISCAL YEARS 1993-94 AND 1994-95											
1993-94						1994-95					
MO	PENALTY ASSESSMENT FUND	OTHER	CUMULATIVE TOTAL	CUMULATIVE MONTHLY ESTIMATE	PENALTY ASSESSMENT FUND	OTHER **	TOTAL	% OF EST	CUMULATIVE TOTAL	% OF EST	% OF EST
JUL	2,239,254		2,239,254	2,634,000	2,435,532	2,592	2,438,124	92.56%	2,438,124	92.56%	92.56%
AUG	2,659,494		4,898,748	5,268,000	2,829,120	4,678	2,833,798	107.59%	5,271,922	100.07%	100.07%
SEP	2,679,980	3,565	7,582,293	7,902,000	2,666,819	6,558	2,673,377	101.49%	7,945,299	100.55%	100.55%
OCT	2,670,736		10,253,029	10,536,000	2,488,567	27,102	2,515,669	95.51%	10,460,968	99.29%	99.29%
NOV	2,559,159	24,366	12,836,554	13,170,000	2,550,039	25,449	2,575,488	97.78%	13,036,456	98.99%	98.99%
DEC	2,454,936	8,595	15,300,085	15,804,000	2,375,259	12,174	2,387,433	90.64%	15,423,889	97.59%	97.59%
JAN	2,660,390	31,787	17,992,262	18,576,000			0	0.00%	15,423,889	83.03%	83.03%
FEB	2,014,175	74,772	20,081,209	21,210,000			0	0.00%	15,423,889	72.72%	72.72%
MAR	2,421,259	22,851	22,525,319	23,844,000			0	0.00%	15,423,889	64.69%	64.69%
APR	2,493,236	14,001	25,032,556	26,478,000			0	0.00%	15,423,889	58.25%	58.25%
MAY	2,216,512	89,476	27,338,544	29,112,000			0	0.00%	15,423,889	52.98%	52.98%
JUN	3,389,329	46,981	30,774,854	31,884,000			0	0.00%	15,423,889	48.38%	48.38%
TOT	30,458,460	316,394	30,774,854	31,884,000	15,345,336	78,553	15,423,889	48.38%	15,423,889	48.38%	48.38%

\*\* - Includes \$67,051 from coroner permit fees (per Ch 990/90)

FY 94-5 REVENUE PROJECTION	
First 6 months (\$15,423,889) x 2 =	30,847,778
Projected SMIF	92,222
Total	30,940,000

COMMISSION ON POST  
REIMBURSEMENT BY CATEGORY OF EXPENSE  
FY 94-95 REIMBURSEMENT PROJECTION  
(AS OF 12-31-94)

COURSE CATEGORY	## OF TRAINEES	RESIDENT SUBSIST	CMTR MEAL ALLOWANCE	TRAVEL	TUITION	TOTAL
BASIC CRS	3,000	913,397	699,672	540,871	787,737	2,941,677
DISPATCHERS BASIC	304	122,012	13,998	31,752	0	167,762
AO COURSE	10,000	398,988	249,656	166,093	0	814,737
SUPV CRS	625	365,957	12,887	71,426	0	450,270
SUPV SEM & CRS	3,249	665,363	16,392	309,444	367,565	1,358,764
MANAGEMENT CRS	161	128,331	1,860	23,583	0	153,775
MGMT SEM & CRS	2,128	196,974	15,442	92,490	298,411	603,317
EXEC DEV COURSE	545	233,900	0	91,072	0	324,973
EXEC SEM & CRS	523	79,872	2,446	25,185	0	107,502
OTHER REIMB CRS	36	9,180	720	2,880	0	12,780
TECH SKILLS	33,040	4,590,728	283,979	1,420,177	1,919,725	8,214,608
FIELD MGMT TNG	41	13,530	0	6,560	0	20,090
TEAM BLDG WKSHPS	471	77,820	2,660	4,597	113,303	198,380
SPECIAL SEMINARS	766	125,001	3,064	77,330	0	205,395
APPROVED COURSES	93	4,401	4,512	2,529	0	11,442
TOTAL	54,982	7,925,454	1,307,287	2,865,990	3,486,740	15,585,471
+ MISC (SALARY & TRAINING AIDS TECH)						8,357
						15,593,828

FILE: 945PROJ1

COMMISSION ON POST  
FISCAL YEAR 1994-95  
(as of 1-6-95)

BUDGET SUMMARY			CONTRACT SUMMARY	
RESOURCES			BUDGETED TRAINING CONTRACTS	
		32,393,000		
Revenue Projection	30,940,000	(A)	Management Course	308,892
Transfer from the General Fund	1,453,000		Executive Training	534,453
EXPENDITURES:			Supervisory Ldrship Inst	406,357
ADMINISTRATION		10,032,000	DOJ Training Center	927,884
TRAINING CONTRACTS/LA		7,791,350	Satellite Video Tng	54,000
Contracts	6,681,350	(B)	Case Law Updates	52,000
Letters of Agreement	1,000,000		Telecourse Programs	530,000
Conf Room Rental	110,000		Basic Course Prof Exam	37,290
TRAINING REIMBURSEMENT		16,062,107	Misc/reserves	139,124
Trainees: 54,982			Sub-total	2,990,000
Subsistence	7,925,454		ADDITIONAL APPROVED TRAINING CONTRACTS	
Commuter meals	1,307,287		1. Basic Narcotic, Motorcycle, and DT	2,343,413
Travel	2,865,990		2. Master Instructor Program	90,513
Tuition	3,486,740		3. ICI Core Course	240,000
Misc	8,357		4. PC 832 IVD (2nd Year)	266,806
sub-total	15,593,828		5. POSTRAC	(230,000)*
Available for	0		6. PC 832 Exam	78,470
Training Development			7. ICI Instructor Update	45,000
Training Presentation			8. Reserve for misc contracts	186,530
Satellite Antennas/IVD	0		9. Cultural Diversity Inst Tng	53,800
REIMBURSEMENT CLAIMS FROM FY 93-4	468,279	(C)	10. Driver Training Sims	259,818
EXPENDITURES, TOTAL		33,885,457	11. Spanish Language Training	127,000
RESERVES/DEFICIT		-1,492,457	Sub-total	3,691,350
			Total, Approved Contracts	6,681,350

A - Projection for FY 94-5 based on 6 months revenue

B - As was done in FY 93-4, an internal redirection of funds has been made to provide for additional training contract requirements that have been approved by the Commission.

C - Payment of FY 93-4 reimbursement claims in FY 94-5

\* - Deferred at this time

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
 PERCENT OF ANNUAL TOTAL  
 REIMBURSED TRAINEES THRU DECEMBER

File: REIMTRN3

COURSE CATEGORY	1991-92	1992-93	1993-94	AVERAGE	TOTALS TO DATE	FY 94-5 ANNUAL PROJECTION
BASIC	46%	54%	53%	51%	451	884
DISPATCHERS BASIC	48%	45%	42%	45%	172	382
ADVANCED OFF	34%	30%	48%	37%	1,541	4,128
SUPERVISORY CRS	39%	43%	45%	42%	160	378
SUP SEMINARS	46%	46%	41%	44%	1,573	3,548
MGMT COURSE	26%	25%	44%	32%	90	284
MGMT SEMINARS	43%	43%	45%	44%	764	1,750
EXEC DEV CRS	39%	34%	50%	41%	200	488
EXEC SEMINARS	47%	43%	41%	44%	142	325
OTHER REIMB CRS	69%	37%	94%	67%	0	0
TECH SKILLS	50%	44%	42%	45%	15,274	33,693
FIELD MGMT	46%	43%	38%	42%	7	17
TEAM BLDG	39%	41%	33%	38%	255	677
POST SPEC SEM	36%	46%	34%	39%	214	553
APPROVED CRS	47%	67%	15%	43%	31	72
TOTALS	50%	50%	47%	44%	20,874	47,179
ANNUAL TOTAL	60,055	54,015	45,658			
TOTAL THRU DEC	30,208	25,531	19,628			

COMMISSION ON POST  
REIMBURSEMENT BY CATEGORY OF EXPENSE  
FY 94-95 REIMBURSEMENT PROJECTION  
(AS OF 12-31-94)

COURSE CATEGORY	## OF TRAINEES	RESIDENT SUBSIST	CMTR MEAL ALLOWANCE	TRAVEL	TUITION	TOTAL
BASIC CRS	884	269,148	206,170	159,377	232,120	866,814
DISPATCHERS BASIC	382	153,317	17,590	39,899	0	210,806
AO COURSE	4,128	164,702	103,058	68,563	0	336,324
SUPV CRS	378	221,331	7,794	43,198	0	272,323
SUPV SEM & CRS	3,548	726,596	17,900	337,922	401,391	1,483,808
MANAGEMENT CRS	284	226,373	3,282	41,600	0	271,255
MGMT SEM & CRS	1,750	161,985	12,699	76,061	245,404	496,149
EXEC DEV COURSE	488	209,437	0	81,547	0	290,985
EXEC SEM & CRS	325	49,633	1,520	15,650	0	66,804
OTHER REIMB CRS	36	9,180	720	2,880	0	12,780
TECH SKILLS	33,693	4,681,459	289,591	1,448,245	1,957,666	8,376,961
FIELD MGMT TNG	17	13,530	0	6,560	0	20,090
TEAM BLDG WKSHPS	677	111,856	3,823	6,608	162,858	285,145
SPECIAL SEMINARS	553	90,242	2,212	55,827	0	148,282
APPROVED COURSES	72	3,407	3,493	1,958	0	8,858
TOTAL	47,215	7,092,197	669,852	2,385,896	2,999,438	13,147,383
					Misc	8,357
						13,155,740

FILE: 945PROJ2

COMMISSION ON POST  
FISCAL YEAR 1994-95  
(as of 1-6-95)

BUDGET SUMMARY		CONTRACT SUMMARY	
<b>RESOURCES</b>		<b>BUDGETED TRAINING CONTRACTS</b>	
Revenue Projection	30,940,000 (A)	Management Course	308,892
Transfer from the General Fund	1,453,000	Executive Training	534,453
<b>EXPENDITURES:</b>		Supervisory Ldrship Inst	406,357
<b>ADMINISTRATION</b>		DOJ Training Center	927,884
<b>TRAINING CONTRACTS/LA</b>		Satellite Video Tng	54,000
Contracts	6,681,350 (B)	Case Law Updates	52,000
Letters of Agreement	1,000,000	Telecourse Programs	530,000
Conf Room Rental	110,000	Basic Course Prof Exam	37,290
<b>TRAINING REIMBURSEMENT</b>		Misc/reserves	139,124
Trainees 47,215		Sub-total	2,990,000
Subsistence	7,092,197	<b>ADDITIONAL APPROVED TRAINING CONTRACTS</b>	
Commuter meals	669,852	1. Basic Narcotic, Motorcycle, and DT	2,343,413
Travel	2,385,896	2. Master Instructor Program	90,513
Tuition	2,999,438	3. ICI Core Course	240,000
Misc	8,357	4. PC 832 IVD (2nd Year)	266,806
sub-total	13,155,740	5. POSTRAC	(230,000)*
Available for	0	6. PC 832 Exam	78,470
Training Development		7. ICI Instructor Update	45,000
Training Presentation		8. Reserve for misc contracts	186,530
Satellite Antennas/IVD	0	9. Cultural Diversity Inst Tng	53,800
REIMBURSEMENT CLAIMS FROM FY 93-4	468,279 (C)	10. Driver Training Sims	259,818
<b>EXPENDITURES, TOTAL</b>		11. Spanish Language Training	127,000
<b>RESERVES/DEFICIT</b>		Sub-total	3,691,350
		Total, Approved Contracts	6,681,350

A - Projection for FY 94-5 based on 6 months revenue

B - As was done in FY 93-4, an internal redirection of funds has been made to provide for additional training contract requirements that have been approved by the Commission.

C - Payment of FY 93-4 reimbursement claims in FY 94-5

*Savings:* Subsistence  
Commuter meals  
Travel

M E M O R A N D U M

To : POST Commissioners

Date: December 20, 1994

From : Marcel Leduc, Chairman  
Long Range Planning Committee  
Commission on Peace Officer Standards and Training

Subject : REPORT OF THE LONG RANGE PLANNING COMMITTEE

The Committee met in the office of Commissioner Block in Monterey Park on December 13, 1994 at 9:00 a.m. Present, in addition to myself, were Commissioners Block and Campbell. Staff present were Norman Boehm, Glen Fine, and Hal Snow.

Vehicle Pursuit Guidelines

The Committee received a status report on this project/ The draft guidelines have been extensively reviewed and have been generally well received. Some reviewers have, however, expressed concern that the extensive reference material proposed to be included with the guidelines will enhance agency liability. POST's legal counsel does not share this concern.

Given that this area is of great importance to law enforcement agencies and there is not at this time universal support for the draft guidelines, the Committee recommends that the Commission defer final action to the April 20, 1995 meeting. If the Commisison agrees, a formal public hearing could be scheduled to receive input on the training curricula (which will be mandatory) and an informal hearing scheduled on the guidelines (considered optional for agency use).

Reserve Officer Training

A report was received describing a several-stage approach to implementing revised reserve officer training requirements. These changes are required by enactment of SB 1874, which is effective January 1, 1995.

The Committee consensus was that staff should continue work and report initial changes to the Commission at its January 12, 1995 meeting.

### January 11, 1995 Technology Symposium

The Committee recommended this symposium be postponed to a date when there may be greater assurance that legislators will be able to attend.

### AB 492 Project - Report to the Legislature

As requested at the November 17, 1994 meeting, the Committee provided a final review of this document. With a suggested modification of regional committee make-up in Los Angeles County, staff was given authorization to transmit the report to the Legislature.

### Certification of Retreat Training Courses

The Los Angeles Daily News recently criticized POST reimbursement policy that was reported as requiring training in an out-of-town retreat setting in order to qualify for reimbursement. Staff provided a report on this matter. Committee conclusion was that current policies appear adequate, but confusion may have been created by POST's July 1994 action to restrict reimbursement to courses attended more than 25 miles from the department. Staff was asked to send a notice to law enforcement agencies to assure understanding of the policy.

### Public Safety Executive Secretary Seminars

The Committee received a report concerning recent denial of certification of a training course for Police Chiefs' Executive Secretaries.

Current Commission policy allows for certification of training courses for reimbursement of expenses of certain non-sworn personnel. The policy is interpreted as precluding certification of courses for secretaries. Consensus of the Committee was that this matter be referred to the full Commission if proponents wish formal reconsideration of existing policy.

### Public Safety Dispatchers' Course/Deadline for Completion

As requested by the Commission at its July 1994 meeting, staff prepared a report concerning the 12-month time period allowed from date of hire to completion of basic training for public safety dispatchers. Following discussion, consensus was that current regulations should remain unchanged.



### Transitioning the Basic Course

Staff reported on continuing work to establish an alternative delivery model for basic training that would shift a significant amount of cognitive curricula from the Basic Course to Community College Criminal Justice Degree programs. There remains widespread interest in this concept on the part of trainers and employers. Staff will continue work on this project with a view towards firm recommendations to be presented to the Commisison in April 1995.

### Technology Transfer Update

A report was received describing the establishment of a Center for Crime Control and Public Safety within the Bourns College of Engineering at UC Riverside. Amongst the purposes of the Center will be the development and facilitation of transfer of technology to improve public safety agency effectiveness.

There was consensus that POST adopt a supportive position towards the Center's work that may target training and education technologies. There was also consensus that POST co-sponsor a near future technology transfer workshop planned by the Center if it remains apparent that mutual interests are served.

ADJOURNMENT - 10:45 a.m.

MAR 20 1995

State of California

Department of Justice

MEMORANDUM

To : Long Range Planning Committee

Date: December 5, 1994

  
NORMAN C. BOEHM  
Executive Director

From : Commission on Peace Officer Standards & Training

Subject: TECHNOLOGY TRANSFER UPDATE

At its July 1994 meeting, the Long Range Planning Committee received a report related to converting federally developed technology to law enforcement purposes. Two primary problems are serving to inhibit transfer of federally developed technology:

1. Federal labs and manufacturers have little understanding of law enforcement generally, and technology needs specifically. This issue is further compounded by law enforcement's limited understanding of existing and emerging technological innovations that may be applied to address current needs.
2. While President Clinton has issued an Executive Order supporting commercialization of federally developed technology, the transfer process is complex, typically necessitating development of business plans, acquisition of funds, negotiations for government owned patents, etc. Funding for technology transfer is very limited, with strict emphasis currently placed on establishment of partnerships between the labs, manufacturers and client/customers.

Staff is exploring the possibility of inviting representatives from federal labs, universities, law enforcement, and various firms to identify and discuss potential conversion of appropriate technologies for law enforcement use.

It turns out that the University of California, Riverside, Bourns School of Engineering is in the process of establishing a Center for Crime Control and Public Safety (CCCPS). The purpose of the Center will be to focus the expertise of faculty, industry, federal, state and local agency personnel to collaboratively investigate and facilitate the development, transfer and use of advanced technology to address the needs of the public safety community (law enforcement, corrections, probation/parole, the courts, fire and emergency medical services).

Currently, a formal mechanism does not exist to thoroughly assess public safety technology needs, research and match technologies that may be used to address identified needs, secure funding, and coordinate technology transfer/development efforts among user agencies, labs and manufacturers to prevent duplication of effort. The Center for Crime Control and Public Safety would perform these functions, essentially serving as the research and development arm for California public safety. Additionally, it is proposed that the Center provide independent analysis of research prototypes under consideration by public safety agencies to ensure such products meet the specifications established by the state's public safety community.

UCR's Center will be staffed by up to ten faculty (Commissioner Cois Byrd will be officially joining the faculty in January), 5 - 10 full time researchers and about 20 students. The University is seeking Federal, state, and industrial support to fund the Center, primarily through endowments. Establishment of a similar center by the college of engineering devoted to environmental research has proven highly successful.

Dr. Susan Hackwood, Dean of the College of Engineering has met with staff to explore the feasibility of POST assisting with establishment of the Center for Crime Control and Public Safety. In the next four months, the Center plans to conduct a series of workshops, with subject matter experts, to comprehensively identify statewide public safety technology needs and existing technologies in ten areas ranging from communications, to field operations, training/education and disaster preparedness/ management. The workshops will result in a compilation of prioritized needs and inventory of technologies currently in use. This data will be shared with labs and manufacturers and provided to a yet to be established advisory committee. It will form a foundation upon which the advisory committee will identify technology development/transfer projects the Center will work on in the near future. It is planned that the advisory committee will minimally include key representatives from public safety agencies and organizations. The committee will be responsible for defining the operational scope, research directions and management structure of the Center for Crime Control and Public Safety. (A concept paper for the Center is attached.)

It is recommended that the Commission support UCR's efforts to establish the CCCPS, but that such participation be limited to technology development and transfer efforts targeting training/education. Rather than POST conducting a separate workshop to identify law enforcement needs and available technologies, thereby duplicating the work of UCR, it is proposed that the Commission and UCR co-sponsor the upcoming workshop on training and education technology.

Financial impact on the POTF will be minimal, with funding principally provided for reimbursement of travel/per diem expenses for seminar participants from law enforcement agencies.

**October 1994**

**Bourns College of Engineering  
Center for Crime Control and Public Safety  
University of California Riverside**

**1. Summary**

The Bourns College of Engineering of the University of California, Riverside is establishing a Center for Crime Control and Public Safety (CCCPS). CCCPS will investigate the development and use of advanced technology for law enforcement and emergency services. The area of crime control and public safety is well poised for research and technology that put engineering solutions in place to solve difficult and timely problems of civil concern. As envisioned, CCCPS will create a new form of university, industry, federal, and state agency interaction that will develop relevant research and facilitate the rapid transfer of technology from academia to the industrial and public sectors. In addition to conducting research, CCCPS will provide independent analysis of research prototypes under consideration by industry or governmental agencies. In this way collaborative research will produce technological solutions that can be directly used to help solve pressing societal problems. Dual-use technologies from the military research will be exploited wherever possible in CCCPS.

To accomplish these goals, CCCPS will focus the expertise of faculty, industry, and state agencies to work on collaborative research projects that have a direct impact on the reduction of crime, improvement of public safety, and increased effectiveness of emergency preparedness. The Bourns College of Engineering CCCPS presents an unusual opportunity for corporate partners to participate with the University, federal and state agencies in a major research effort aimed at addressing one of our society's primary concerns.

**2. Motivation**

The costs of crime and its significant impact on the United States economy are receiving widespread attention at a time when violent crime has emerged as the top public concern. The \$674 billion dollar impact of crime on the American economy, with recent statistics showing that in Los Angeles County alone crime costs \$2.8 billion dollars per year, has shocked and outraged the nation. Recent concentration on crime legislation has focused on areas of crime prevention through deterrence. Constructing additional prisons was one such idea of deterrence that proved to be unsuccessful. The 1980's prison building trend has had little or no effect on crime. This has led Congress to move legislation to fund 100,000 new police officers nationally as another form of deterrence. This totals about two new officers per district. Despite this increase in personnel crime has become organized in neighborhood gangs, more pervasive, and more violent.

Prison construction is increasing in the State of California. There are twenty-eight prisons in the State of California and the "three strikes law" will create the need for twenty more prisons. The current inmate population is 120,000 and growing; the average cost of housing an inmate is \$24,000 per prisoner per year. Indeed, when the California state budget was adopted in 1993, only corrections spending grew; its allotted \$2.8 billion dollars versus the \$2.6 billion for the University of California system. For the first time in U.S. history, criminal justice spending per capita exceeds that for education nationwide. We believe this trend will not reverse until education and research are put to use to prevent crime and increase public safety.

\$10	Billion on legal and judicial costs.
\$11	Billion on medical and mental health.
\$20	Billion on costs of robbery and burglary.
\$29	Billion on prison systems.
\$39	Billion on police protection.
\$40	Billion on non-corporate fraud.
\$40	Billion on costs of drug abuse.
\$64	Billion in private sector preventive measures. (Alarm, Guards, Locks, Security)
\$110	Billion in driving under the influence.
\$120	Billion crimes against businesses. (Shoplifting, Bribery, Embezzlement)
\$191	Billion on lost wages resulting from crime.
<b>\$674</b>	<b>BILLION COST OF CRIME PER YEAR.</b>

Cost of Crime (U.S. News & World Report, January 17, 1994.

### 3. The Role of Technology in Crime Control and Public Safety

The area of crime control and public safety is well poised for research and technology that put engineering solutions in place to solve difficult and timely problems of civil concern. Over the last three decades, many billions of dollars have been used to develop the abilities to defend this country from external threats. It is appropriate that we now focus our attention on our internal problems of aggression and safety. Dual use technologies from the military research will be exploited wherever possible in CCCPS. Research and technology from the academic sector, collaborating closely with industry and local governments is required to thwart crime. For example, forensic science, house arrest, and better safety for corrections officers are areas ripe for significant enhancement through joint research efforts with CCCPS at the University of California, Riverside. In addition, high tech models that can predict or reproduce events through computer simulation or computing technology can be used to assist criminologists and could be used for possible crime control.

Coupled with the importance of crime control, is the importance of emergency preparedness for Southern California in general and the Inland Empire in particular. The possibility of an earthquake along the San Jacinto fault line arching from San Jacinto to the Cajon Pass poses a serious risk to inhabitants. For example, a 7.0 earthquake would affect hospitals, lifelines (which include railways, freeways and major arteries), power lines, roads, electrical supply, telephones, and petroleum pipelines. In addition, the San Bernardino area, which has a high water table, will have additional damage from liquefaction or slushy soils incapable of supporting structures in the downtown area. Damage to water treatment facilities, pump stations and pipes, which include the California Aqueduct, will severely impact residents.

In a typical emergency of this kind, procedures go into effect immediately after the disaster. Field operatives survey an affected area. In the case of a predictable event, such as a hurricane, personnel may be predeployed. They tour the area, interview residents, assess damage, then meet back at the disaster center to write a report to the regional headquarters. We see this as a largely manual process that could be significantly improved using technology CCCPS can pioneer along with command and control technology developed for the military by CCCPS's industrial partners. CCCPS's faculty researchers feel that they can

apply technology research in preparation for more rapid recovery from an earthquake which will save lives and help residents survive this predicted event.

#### **4. Relationship to the Presley Center**

CCCPS will be closely coordinated with the Presley Center in the Department of Sociology at UCR. There are excellent opportunities to perform collaborative work between social science and technological solutions to crime control and public safety.

#### **5. Relationship to the National Laboratories**

Close collaboration will also be sought with Lawrence Livermore and Los Alamos National Laboratories. Both of these laboratories have unique facilities and personnel with unique expertise that will be invaluable to CCCPS.

#### **6. Founding Members**

Substantive discussion about Founding Member participants in CCCPS are ongoing with TRW and Bechtel and Recon Optical. Several county and federal agencies including the Office of State of California Department of Forestry and Fire Protection, the Riverside County Fire Department, the State of California Office of Emergency Services, the Federal Emergency Management Agency, Riverside County Sheriff's Office, State of California Department of Corrections, Department of Justice Forensic Laboratories, and others support the formation of CCCPS.

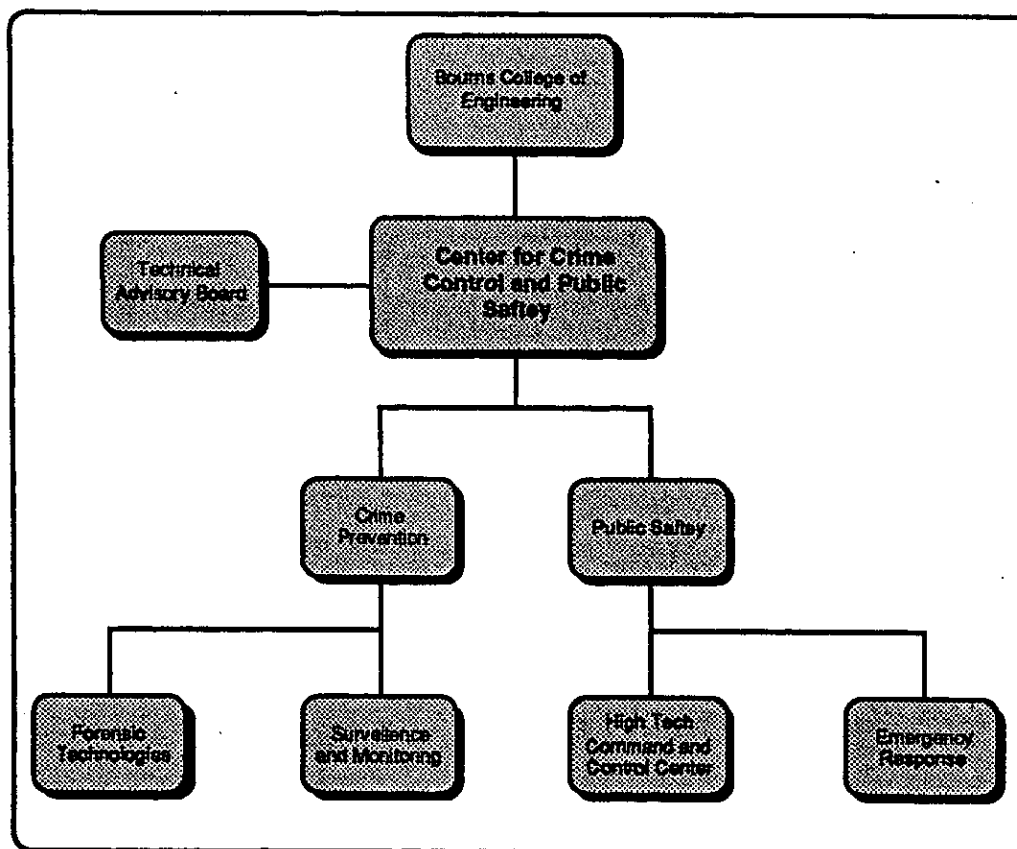
The role of the Founding Members of CCCPS will be to form a Technical Advisory Board, define the operational scope, research directions and management structure. The CCCPS will form a board of Advisors made up of industrial members, state and federal agencies and academic experts.

#### **7. Project Scope**

CCCPS will conduct basic and applied research programs. It will also produce a number of bachelors, masters and Ph.D. students with a good working knowledge of how technology can be harnessed for these purposes. A significant component of CCCPS will be devoted to developing useful and relevant technologies which will result in technology transfer. This will be accomplished by working with the users of the technology through cooperative pilot programs with the member agencies and industries.

CCCPS will be staffed by 5-10 faculty, 5-10 full time researchers and about 20 students. Federal, state and industrial support will be sought. It is estimated that the CCCPS will have an initial operating budget of \$2 million/year. This will be augmented to a steady state budget of \$5 million/year after 3 years.

The initial areas of research emphasis and CPPS structure will be as outlined below.



**CCCPS Structure and Foci Areas**

Although the research agenda has not yet been finalized, a number of focus areas related to the above graphic have been proposed. These include:

**Visual Recognition**, e.g. finger-print, face, tire tread, shoe print

**Image Databases**, e.g. forensic databases for automated matching and recognition, content-accessible facial database for recognition of criminals

**Alternative Forms of Detention**, e.g., improving home arrest technology to efficiently monitor criminals under detention

**Location Devices**, e.g. practical devices for locating property or people over a large area

**Damage Assessment Image Analysis**, e.g. incorporated with a GIS (Geographical Information System) and cellular communications for faster more precise, prioritized damage assessment

**High Tech Central Command Center**, e.g. real-time command and control centers for emergency service coordination using robust distributed computing techniques

**Forensic Evidence Analysis**, e.g. locating computer files as evidence associated with white collar crime.

## 8. Site Visits

The focus areas described above are not complete. They have been suggested as appropriate by the federal and state institutions consulted during the preparation of this document.

Through a number of site visits to various agencies, the investigating committee of CCCPS has gained a good understanding of what is necessary for this Center to be successful. In



addition, the site visits have identified a number of potential partners that may be interested in collaborating.

#### ***Chino State Prison***

The Chino Prison is a level three California State Prison. The facility houses over 1,400 inmates in a severely overcrowded situation. Some of the prison's costlier facilities are the guard towers, the medical unit, the HIV unit, and the law library. The technology level is minimal. The most significant cost of running this prison is labor, since salaries for Corrections Officers represent much of the budget. Obviously, officer safety in the prison through new technology is an important and continued concern which the Department of Corrections and Labor Unions would be interested in pursuing. Further, inmate safety through technology would be of interest. In addition, selection of high-cost centers that ultimately could benefit from intelligent engineering technology would lead to cost savings; these efforts would be welcomed.

#### ***Robert Presley Detention Center***

The Robert Presley Detention Center is a \$43.3 million facility located in downtown Riverside. It typically houses over 1,100 inmates. It was completed in the late 1980's and is thus, a good example of a technologically well-equipped prison. Some of the high tech features of the prison include electronic arraignment, which can save money transporting inmates to the Hall of Justice located across the street; full medical and dental facilities; a full service kitchen with a bakery; X-ray facilities; an infirmary; detoxification cells; and full electronic surveillance throughout the Jail. The facility also has a Live-ID fingerprint recognition unit. Inmate tracking is performed manually on an in-jail database. As one example of possible improvements in the Detention Center, technology could be put into place to increase effectiveness by making inmate tracking automated. Inmates could be authorized via a computer console to be moved from point A to point B. The computer and photographic electronic surveillance in the command center could track the prisoner's movements. This could lead to increased safety for the officers in the jail.

#### ***Department of Justice: Bureau of Forensic Laboratories***

The Bureau of Forensic Services is the scientific arm of the Attorney General's office. Forensic scientists collect, analyze, and compare physical evidence from crime scenes or persons. They provide forensic analysis of criminalistics, blood alcohol and related information to state and local law agencies, the district attorney's office, and the courts. The focus of the Bureau is on examining physical evidence and the clear, objective interpretation of analytical findings. Key services of the forensic labs include: collection and analysis of latent prints, questioned documents, toxicological substances, evidence from clandestine labs, controlled substance, DNA, bullet matching, and provide expert testimony in courts. The Riverside Forensic Laboratory was taken as a typical example of an operational facility. Although the Riverside Forensic Lab has some state-of-the-art instruments, the technology level in the laboratory is not as advanced as the research oriented equipment available through the University of California. There appears to be a very good match between interests of the faculty and the forensic scientists for increased cooperation. In addition, many of the analyses that forensic scientists need to perform could be assisted with intelligent computing technology (such as crime scene reconstruction and comparative visual databases).

#### ***Riverside Sheriff's Office: California ID Program***

The Riverside County Sheriff's office uses a live electronic capture fingerprint unit. Fingerprints can be electronically captured with a Digital Biometrics Device and sent from throughout the County to a central facility for identification matching. If the match fails, the fingerprints are printed and sent to the Automated Integrated Fingerprint Identification System (AFIS) associated with the National Crime Information Center of the Federal

Bureau of Investigation. This computerized system for storing, retrieving and matching fingerprints rapidly searches a database of fingerprints using coded information about a fingerprint's pattern type. The system then generates a candidate list of possible matches to be examined and verified by a fingerprint expert.

The State of California currently stores nine million records in its hardcopy fingerprint databases. Riverside's electronic database stores no more than 10,000 while the State stores 250,000 fingerprints. There is an interest in using advanced recognition, such as and high speed morphing and on-site use, to increase the capabilities and improve the use of this technology. There are many opportunities in this area for work on improving recognition of fingerprints and associated technology.

#### ***California Division of Forestry***

The investigating committee of CCCPS visited the California Division of Forestry (CDF) regional command center in order to understand the mechanisms in place to cope with natural disasters or emergencies. The committee planned to assess how the Southern California Emergency command center operates from a technological perspective during an emergency such as fire, earthquake, or riot. The emergency process is largely manual and could be significantly improved using available technology. Currently phones and radio devices are used to communicate, and a large board is manually updated. The board indicates the status of the emergency area and the units deployed. A television is included in the command center, since a large part of the information to the command center is taken from the press rather than from automated sensors or technology.

### **9. Examples of Possible Projects**

Many of the faculty in the Bourns College of Engineering have had experience in intelligent and distributed systems, sensors, robust control, intelligent recognition and computer graphics. Several faculty have been deeply involved with defense related work and have the ability to redefine dual-use technologies. They have also experience in and enthusiasm for working with the industries producing the technology and the end-user endeavoring to apply them to the real world. They would thus bring to CCCPS an expertise from leading edge technologies and a track record of making technology transfer a reality. As a result of initial investigations, CCCPS intends to pursue research in the following areas.

#### ***Prediction of Disaster Development:***

##### ***P.I.'s Bir Bhanu and Ping Liang***

A key component in successfully limiting damage and managing the response to disasters is forecasting, intelligence gathering, and allocating equipment and manpower. It is proposed that a technology driven system for prediction of wild fire development be created. Brush fire is a serious problem every year for California and costs the state billions of dollars. The proposed system would incorporate a weather prediction model, brush coverage from aerial imaging (satellite or airplane), and aerial images (airplane or helicopter) of the fire to predict its advancement. This would enable fire fighting forces to be optimally distributed to stay ahead of the fire, and therefore, minimize the damage.

#### ***Emergency Response Communication:***

##### ***P.I. Brett Fleisch***

A key component in successful disaster recovery is a suitable command and control paradigm for communication and coordinated response during the emergency. We propose to study the communication subsystem for a tightly integrated, reliable, highly resilient distributed computing system capable of automatically managing response to a natural disaster. The key communication components of this system must cooperate in a mutually consistent manner to ensure that actions are timely and correct. In addition, the system will

continue to run even if some of the components crash or malfunction in other ways and even if attempts are made to compromise the system in an aggressive way. The results of this analysis will consider the civilian use of the system for earthquakes, hurricanes, tornadoes, floods, fires, or other disasters and emergencies.

### ***Distributed Autonomous Robotic Systems for Crime Control***

***P.I.'s Gerardo Beni and Susan Hackwood***

This technology is based on the realization of systems of autonomous robot and/or sensors which operate even without central organization. Such systems (Distributed Autonomous Robotic Systems or DARS) are capable of self-organizing according to distributed algorithms. The advantage of DARS in emergencies is due to their robustness against losses of members. The surviving members are still capable of carrying out the task unlike centralized systems which fail as the central controller fails. The application of DARS technology to crime control depends on the effective solution of the problem of generating and controlling group 'shapes', where shapes is intended in the general sense of configuration pattern of the group members or their resources.

The solution of shape formation and control is under current investigation. Partial solutions have been developed to the mathematical problem. The adaptation and generalization of these solutions to the physical realization of crime control systems is the objective of this proposal. More specifically, three applications of this Distributed Autonomous Robotic Systems will be realized:

**1) patrolling/searching/monitoring**

-- in this application the classic problem of team-hunting is solved using DARS. The situation is analogous to the self-organization of a group of animals (e.g. lions) hunting for the prey. The mathematical model considers only nearest neighbor interactions (sensing and communication) between robot-agents and assumes very limited computational capacity for each robot-agent. Within these restrictions, an asynchronous solution to a system of first order difference equations leads to shape formation and organization of the group interactively responding to the position of the prey. Group-tracking in real time will be investigated from a computational complexity perspective.

**2) intelligent (adapting) re-routing during emergency escapes.**

--in this application, a hybrid system composed of a human being and a PDA (Personal Digital Assistant) computer constitutes the robot-agent of the DARS. The human component inputs his perception of the local situation into the PDA and the latter interacting locally with the PDA's of the other robot-agents calculates the optimal escape route and communicates it to the human. Such a system generalizes the current escape route methods by making them responsive to the changing environment which might include blocked exits, collapsed doors, obstructed hallways etc. The sensory system is also totally distributed so that no central control failure would prevent operation of the system. A key problem of this research is the human-PDA interface which is being investigated within a multimedia context of possible data input/outputs.

**3) mass-disaster containment (crowds, fires, chemical spills)**

--in this application, the reaction of the DARS to a large scale changing pattern of events is investigated. Unlike the hunting problem (1) the group is , mathematically, trying to track a line (open or closed) rather than a point. Since the scale of the line is much larger than the range of action of each robot-agent, the problem is self-organization of the group with only local information about the rest of the group and of the environment. Generally, systems of higher order difference equations must be solved interactively (and asynchronously) by the DARS in order to respond to the changing environment. This generally increases the range of interactions among robot-agents unless the system is recast as first order difference equations. This technique is being investigated and preliminary results from simulations show that the degree can be reduced to first order ( and hence the range can be reduced to nearest neighbor) if additional virtual resource variable are introduced in the exchange

process between robot-agents. The robust application of this technique is the focus of the current proposal.

***Emergency Response Systems:***

***P.I. Jay Farrell***

Reduction of emergency response time is critical to the reduction of negative consequences in most public safety crisis (e.g., fire, riot, earthquakes); however, specification of the appropriate response is often complicated by uncertain, missing, or conflicting information, and constraints imposed by the availability and transport of emergency response assets. The same problem characteristics are inherent in the task of battlefield management, for which the federal government has spent millions of dollars developing systems to manage distributed assets, track important entities, and accumulate important information. This research will identify, transition, and analyze the suitability of appropriate technologies from the defense area for public safety area.

***Intelligent Analysis:***

***P.I. Teodor Przymusinski***

A key component in successful disaster recovery is a suitable command and control. The key component of such a system will consist of a distributed network of intelligent expert systems whose purpose will be to analyze and monitor the existing situation, identify potential and actual trouble spots, evaluate the available and required resources, and automatically recommend and justify specific steps that need to be taken in order to deal with existing problems. The expert system nodes of the distributed network will be divided into local and central ones. The central node will gather information from local node sites allowing the central processing unit to quickly generate needed information and automatically come up with informed and prompt decisions. The local nodes will provide in-depth analysis of the local environment and local conditions, continuously communicate with the central node and guarantee a maximum degree of reliability of the system even in case of a total communication breakdown. In addition, sophisticated artificial intelligence techniques and expert system d control paradigm for communication and coordinated response during the emergency. We propose to develop and implement a hierarchical decision-making intelligence system that could be used for automatic decision-making during times of natural disaster. Sophisticated artificial intelligence techniques and expert system shells as well as the most modern multimedia technology will be used and further developed in order to accomplish this goal.

***Disaster Control Sensors:***

***P.I. Yu Chin Hsu***

The design of sensors is a key component in successful disaster control in the various stages of a natural emergency. Given the design of a sensor, the capabilities of the sensor can be greatly improved by using the recent development of rapid prototyping tools. By describing the design of a sensor in the VHSIC hardware description language and prototyping it using Field Programmable Gate Arrays (FPGAs), we can obtain new prototypes in very short period of time. The advantages are that any engineering changes can be made by partially modifying the VHDL description which allows us to explore several different design alternatives. The sensor will be synthesized using high level synthesis methodology and will be mapped to a logic emulator (a donation from Quick Turn systems). A prototype of a sensor can be done in a few hours using this approach. With this capability, we can focus on the development of more powerful algorithms to enhance the capability of the sensors.

***Sensing:***

***P.I. Jing Wang***

We are interested in developing and fast prototyping micro-processor based electronic instruments, sensors and actuators for emergency monitoring and handling. This includes

intelligent data acquisition and processing systems serving as peripherals of the main computer system.

***Real-time Distributed Geographical Information Systems for Emergency Determination and Handling:***

***P.I. Jing Wang***

Public safety and emergency response often depends on geographical information access, population density, property/cost distribution, locations and capacity of emergency handling teams, effective transportation routes, weather conditions, and geological data that affects the progress and handling of an emergency situation. Geographical Information Systems (GIS) have been employed in many applications such as agriculture, geological sciences, geography, urban planning and real estate, and election polling. GIS is not only used as a research tool, but also a powerful tool in making business decisions. However, many GIS applications are essentially static. Most dynamical applications are for real estate marketing, which is updated on a daily basis. We would like to integrate the large variety of real time sensors (possibly also "actuators") distributed at various locations into a distributed GIS. This dynamical information, together with relatively static information already exist in the form of GIS, can be used to determine emergency handling strategies. We would like to

- o model ("modeling" in GIS means determining the concrete schemes for data representation, fusion and output for a specific application -- so it is the first phase for a GIS software development) on various emergency situation determination and handling.
- o integrating geographical distributed sensors and actuators into GIS. Along with high bandwidth data network, design a distributed real time GIS whose data is used to emergency determination and handling.

***System Fault and Failure Detection:***

***P.I. Jie Chen***

Physical devices, equipment and systems are subject to failures during operations. Such failures are inevitable due to many reasons (e.g., defects, aging, etc.), and can arise especially in a prison environment and under such emergency conditions as sabotage, riots, and natural disasters. The adverse effects of system failures can be detrimental; they can lead to system shutdowns, disruption of civil services, environmental hazards, and threat to human life. Prompt and reliable fault diagnosis and failure detection is thus necessary for early stage warning and continuous monitoring of various system failures and disastrous events. Fault detection and diagnosis has been an active research area for over a decade and has found tremendous success in military and industrial applications. This research proposes that the ideas and technology in fault diagnosis and failure detection, together with the methods in system identification and control, be applied for search of improved means in crime control and disaster control area. The projected application areas include but are not limited to prison security systems, local and long range communication systems, and command and control centers.

***Active Control of Civil Structures:***

***P.I. Jie Chen***

Civil structures such as buildings and bridges are vulnerable to severe environmental loads such as earthquakes and they place a large number of people at risk if they fail. Structural control can be used to mitigate dynamic structural response and prevent structures from reaching their physical limits. In recent years, active control of structural vibrations has become a novel technology which promises to make a major impact on the design of seismic structures. This technology appears particularly fitted to the needs in the State of California and should constitute an important issue in public safety area. In this project, we propose research on theoretical development of active structural control methods and investigate their feasibility for practical applications.

### ***Automated Imaging/Sound/Speech Monitoring for Prevention of Prison Suicide and Violence:***

***P.I.'s Bir Bhanu and Ping Liang***

Prison suicide and violence are serious problems in the prison system with significant personal and financial liability to the prison. It is proposed that an automated monitoring system using video imaging and sound/speech detection be developed for the prevention of prison suicide and violence. Video imaging will be used to detect suspicious motion patterns. The basic idea for using sound/speech signals is that when an inmate is in serious distress or in case of pending violence, characteristic involuntary distress sound/speech would be produced, such as abnormally heavy breathing, threatening and begging, punching or groaning. These physiological signals are inevitable and are outside the control of the inmate's mind. These sound/speech signals have a certain frequency range and pattern. Speech signal processing and infrared imaging recognition techniques can be used to automatically detect them. The fusion of the video and sound/speech sensors should enable reliable detection of violence and suicide prior to enactment.

### ***Analysis of Forensic Computer Evidence:***

***P.I. Brett Fleisch***

The forensic scientist is often confounded when computer crimes have been committed and computer evidence is involved that has been removed from the magnetic disk by the criminal using the operating system "delete" command. This study will examine five pervasive operating systems and examine the deletion policies associated with data files. An analysis of ability to recover, techniques to recover, and issues involved in recovery of data files will be performed. Since computer crime is becoming more pervasive, this research should be generally useful into the next century.

### ***Advanced Computer Animation for Crime Scene Reconstruction***

***P.I.'s Gerardo Beni and Susan Hackwood***

The technology of animation is evolving into a new era after the advent of supercomputing capabilities which allow the real time photo-realistic representation of human motion. There are many aspects of the animation industry that are affected by computer based techniques, but two are the most basic.

- 1) achieving effects which could not be done by hand
- 2) automating the animation production process so that the cost will be affordable.

Classic examples of special effects are from the film industry (Jurassic Park and Terminator II) where photo realistic effects of reconstructed creatures were achieved by supercomputer based 3-dimensional animation techniques. Such effects are very costly to produce but very effective representation of realistic scenes. Using the same software and computer platform used for film effects we are investigating the production of relatively low-cost photo realistic animation for forensic use. The facilities (software and hardware) are available to us in the Advanced Graphics and Multimedia Lab of the College of Engineering.

What is referred to as 3-D effects does not mean real 3-D, such as those that you watch with the colored glasses, but simply means that the 2-D picture you see on the screen is rendered (shading and lights) in a way that appears realistic. In a standard 2-D animation there are almost no shades. The pictures are flat. The so called 3-D pictures instead look like photo realistic paintings. Of course these could be done by hand but the time and difficulty would be enormous and hence economically impossible. We propose to research methods of doing special effects and combining them with drawings from verbal descriptions (identikit), photographs and videos to achieve an integrated reconstruction of a crime event. In particular we would investigate the smooth blending of 2D sequences (video and/or 2-D animations from hand drawn reconstructions with computer generated 3-D sequences). We also would investigate the real time (virtual reality) reconstruction of several possible

COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING  
Legislative Review Committee  
Thursday, January 12, 1995  
Holiday Inn Capital Plaza  
Meeting Room - John Q Room  
300 J Street  
Sacramento, CA 92814  
(916) 446-0100

AGENDA

9:00 A.M.

Attachment

- A. AB 26 (Murray) - Peace Officer Disqualification for Felony Convictions in Another State A

Attachment A contains a bill analysis on AB 26 that would remove the disqualification for a felony conviction in another state that is not a felony in California.  
Recommendation: Neutral

- B. Correspondence With Legislators Encouraging Contacting POST On Legislative Issues B

Attachment B is a draft letter to State Legislators directed by the Legislative Review Committee encouraging State Legislators to contact POST as an information resource.

- C. Proposed Bond Bill for Regional Skills Training Centers C

A verbal update on the status of this proposed bond bill will be provided. The Committee previously approved the concept pending review by the Commission. The Committee may now wish to consider a "Support" position. Attachment C provides an analysis and proposed language for the bill.

- D. Status of Active Legislation for 1995 D

Attachment D is a chart showing active legislation for 1995 of interest to the Commission which will be updated on a regular basis and distributed to Commissioners with the monthly Administrative Progress Reports.

- E. Preview of 1995 Legislation of Interest to POST

Information has been received that the following legislation will be introduced in 1995. Bill analysis will be brought before the Committee as

they come into print.

1. POST reimbursement for Los Angeles County Security Police
2. POST reimbursement for reserve peace officers for state mandated training
3. Peace officer status - Los Angeles Museum of Science and Industry Security
4. Peace officer status - State Franchise Tax Board Investigators
5. Proposition 191 cleanup that will concern transition of constables and deputy constables to sheriff's and marshal's offices
6. Sheriff's qualification - requiring applicants for the office to submit verification at time of filing
7. Restoration of POST funding



**BILL ANALYSIS**

State of California  
**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**  
 1601 Alhambra Boulevard  
 Sacramento, California 95816-7083

Department of Justice

## TITLE OR SUBJECT

Peace Officer Disqualification on  
 Felony Conviction in Another State

## AUTHOR

Murray

## BILL NUMBER

AB 26

## RELATED BILLS

## DATE LAST AMENDED

## SPONSORED BY

Assemblyman Willard Murray

## BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

GENERAL

Assembly Bill 26 would remove the current peace officer disqualification of conviction of a felony in another state, but not a felony in this state. The bill would revise the criteria to instead disqualify persons convicted of a felony in this state only.

ANALYSIS

The purpose of the bill, according to the author's office, is to accommodate a constituent who was convicted in 1966 of a felony (carrying a concealed weapon in a vehicle) in another state, and now wishes to become a peace officer in California. The constituent is reportedly a good candidate otherwise, but is currently prohibited from becoming a peace officer in California because of Penal Code Section 1029. This section disqualifies persons from holding office or becoming employed as a peace officer, whether with or without compensation, in the following circumstances:

- (1) Any person who has been convicted of a felony in this state or any other state.
- (2) Any person who has been convicted of any offense in any other state which would have been a felony if committed in this state.

AB 26 seeks to remove the "or any other state" in (1) above. Thus, persons convicted of a felony in California or convicted of any offense in any other state which would have been a felony in California, if committed in this state, would continue to be disqualifiers. Most disqualifications occur under these circumstances. It is a rarity for the circumstances contemplated by this legislation to occur, that is for a person to be convicted of a felony in another state and not be a felony in California.

The author has indicated his intent not to open the door for out-of-state criminals becoming California peace officers, but rather to

## OFFICIAL POSITION

## ANALYSIS BY

## DATE

12-19-94

## REVIEWED BY

## DATE

## EXECUTIVE DIRECTOR

## DATE

## COMMENT

## DATE

"clarify" existing law and accommodate this consistent. Furthermore, the author is receptive to suggested amendments that would more narrowly describe out-of-state conditions. For example, the suggestion has been made to remove from disqualification out-of-state felony convictions for which the records have been expunged in the state of conviction. The problem with this is that states vary in their laws related to records expungment, and therefore, would not be uniform criteria.

Because AB 26 has minimal impact upon the felony disqualification for peace officers, it appears reasonable to remain neutral, but monitor its progress so that no amendments are taken to further erode this standard in law enforcement.

#### RECOMMENDATION

Neutral

**ASSEMBLY BILL****No. 26**

Introduced by Assembly Member Willard Murray

December 5, 1994

An act to amend Section 1029 of the Government Code, relating to peace officers.

## LEGISLATIVE COUNSEL'S DIGEST

AB 26, as introduced, W. Murray. Peace officers: qualifications.

Existing law provides that a person is disqualified from holding office as a peace officer or being employed as a peace officer of the state, county, city, and county, or other political subdivision, whether with or without compensation, and is disqualified from any office or employment by the state, county, city, and county, or other political subdivision, whether with or without compensation, which confers upon the holder or employee the powers and duties of a peace officer, if the person falls within certain criteria. These criteria include, among other things, being convicted of a felony in this state or any other state, or having been found not guilty by reason of insanity of any felony.

This bill would revise the criteria to instead disqualify persons convicted of a felony in this state only and disqualify any person who has been found not guilty by reason of insanity of any felony in this state or any other state, thereby narrowing the scope of disqualification. The imposition of these new requirements on local agencies would create a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement, including the creation of a State Mandates Claims Fund to pay the costs of mandates which do not exceed \$1,000,000 statewide and other procedures for claims whose statewide costs exceed \$1,000,000.

This bill would provide that, if the Commission on State Mandates determines that this bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to those statutory procedures and, if the statewide cost does not exceed \$1,000,000, shall be made from the State Mandates Claims Fund.

Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: yes.

*The people of the State of California do enact as follows:*

1 SECTION 1. Section 1029 of the Government Code is  
2 amended to read:

3 1029. (a) Except as provided in subdivision (b), (c),  
4 or (d), each of the following persons is disqualified from  
5 holding office as a peace officer or being employed as a  
6 peace officer of the state, county, city, and county, or  
7 other political subdivision, whether with or without  
8 compensation, and is disqualified from any office or  
9 employment by the state, county, city, and county, or  
10 other political subdivision, whether with or without  
11 compensation, which confers upon the holder or  
12 employee the powers and duties of a peace officer:

13 (1) Any person who has been convicted of a felony in  
14 this state ~~or any other state~~.

15 (2) Any person who has been convicted of any offense  
16 in any other state which would have been a felony if  
17 committed in this state.

18 (3) Any person who has been charged with a felony  
19 and adjudged by a superior court to be mentally  
20 incompetent under Chapter 6 (commencing with  
21 Section 1367) of Title 10 of Part 2 of the Penal Code.

(4) Any person who has been found not guilty by reason of insanity of any felony *in this state or any other state*.

(5) Any person who has been determined to be a mentally disordered sex offender pursuant to Article 1 (commencing with Section 6300) of Chapter 2 of Part 2 of Division 6 of the Welfare and Institutions Code.

(6) Any person adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a state institution as provided in Section 3051 of the Welfare and Institutions Code.

(b) Any person who has been convicted of a felony, other than a felony punishable by death, in this state ~~or any other state~~, or who has been convicted of any offense in any other state which would have been a felony, other than a felony punishable by death, if committed in this state, and who demonstrates the ability to assist persons in programs of rehabilitation may hold office and be employed as a parole officer of the Department of Corrections or the Department of the Youth Authority, or as a probation officer in a county probation department, if he or she has been granted a full and unconditional pardon for the felony or offense of which he or she was convicted. Notwithstanding any other provision of law, the Department of Corrections or the Department of the Youth Authority, or a county probation department, may refuse to employ any such person regardless of his or her qualifications.

(c) Nothing in this section shall be construed to limit or curtail the power or authority of any board of police commissioners, chief of police, sheriff, mayor, or other appointing authority to appoint, employ, or deputize any person as a peace officer in time of disaster caused by flood, fire, pestilence or similar public calamity, or to exercise any power conferred by law to summon assistance in making arrests or preventing the commission of any criminal offense.

(d) Nothing in this section shall be construed to prohibit any person from holding office or being employed as a superintendent, supervisor, or employee

1 having custodial responsibilities in an institution operated  
2 by a probation department, if at the time of the person's  
3 hire a prior conviction of a felony was known to the  
4 person's employer, and the class of office for which the  
5 person was hired was not declared by law to be a class  
6 prohibited to persons convicted of a felony, but as a result  
7 of a change in classification, as provided by law, the new  
8 classification would prohibit employment of a person  
9 convicted of a felony.

10 SEC. 2. Notwithstanding Section 17610 of the  
11 Government Code, if the Commission on State Mandates  
12 determines that this act contains costs mandated by the  
13 state, reimbursement to local agencies and school  
14 districts for those costs shall be made pursuant to Part 7  
15 (commencing with Section 17500) of Division 4 of Title  
16 2 of the Government Code. If the statewide cost of the  
17 claim for reimbursement does not exceed one million  
18 dollars (\$1,000,000), reimbursement shall be made from  
19 the State Mandates Claims Fund. Notwithstanding  
20 Section 17580 of the Government Code, unless otherwise  
21 specified in this act, the provisions of this act shall become  
22 operative on the same date that the act takes effect  
23 pursuant to the California Constitution.

ATTACHMENT B

DRAFT #2 - 12/7/94

(individually addressed letters to State Legislators)

From time to time, your office may consider law enforcement standards-related legislation or receive constituent concerns. When this happens, the State Commission on Peace Officer Standards and Training (POST) is available to provide technical assistance and advice. The POST Commission's responsibilities include peace officer qualifications, training, selection, leadership development, and use of technology in training. We would be pleased to share the resulting insights of this experience and service with you.

Over the years, POST has been called upon to develop guidelines for operational aspects of law enforcement. These guidelines are frequently used in identifying contemporary practices, i.e., responding to domestic violence calls, investigating sexual assaults, and adopting agency policies on racial and cultural diversity. POST's regulations and training course curriculum, adopted pursuant to State law, often have significant impact on law enforcement performance and professionalism.

The enclosed material provides an overview of POST's programs and expertise. POST works with more than 625 training institutions and law enforcement agencies, presenting training in communities throughout California. A catalog of these courses and institutions is available upon request. POST also has a well-developed law enforcement library with periodicals and current texts on subjects such as community-oriented policing, law enforcement ethics, and gangs.

POST staff has frequently been requested to assist State Legislators in drafting bills on law enforcement matters. California law enforcement and POST are recognized nationally as leaders in the profession. This standing is a result of years of support from the Governor and Legislature.

Please feel free to call my office at (916) 227-2802 or contact Hal Snow, POST's Legislative Coordinator, at (916) 227-2807.

Sincerely,

NORMAN C. BOEHM  
Executive Director

enc.

## BILL ANALYSIS

State of California Department of Justice  
**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**  
 1601 Alhambra Boulevard  
 Sacramento, California 95816-7083

TITLE OR SUBJECT <b>Public Safety Training Centers, Act of 1995 - Proposed Bond Measure</b>	AUTHOR	BILL NUMBER
	RELATED BILLS	DATE LAST AMENDED

SPONSORED BY

BILL SUMMARY (GENERAL, ANALYSIS, ADVANTAGES, DISADVANTAGES, COMMENTS)

General:

The attached proposed legislation was developed during the process of a two-year POST study in response to Penal Code Section 13508 that requires POST to prepare an implementation plan with recommended funding structures for the development of regional skills training centers. The plan, to be considered separately by the Commission, calls for the funding of regional public safety training centers by means of a bond measure to sell \$850 million worth of State General Obligation Bonds. This proposed legislation would accomplish this objective.

Some of the key components of the legislation include:

1. Fund distribution would be determined and coordinated by the "Public Safety Training Centers' Board of Directors" which is composed of 16 members broadly representative of law enforcement (including the Commission), corrections, fire services, and community colleges.
2. The purposes of the regional training centers as expressed in the bill are: (a) the improvement in skill training, coordination, and preparedness of public safety personnel using modern technology and realistic learning environments; and (b) the enhancement of community safety through safety training and awareness programs for the general public and vulnerable victim groups.
3. This proposed bond act would be submitted to the voters at the next available statewide election (1996).
4. Authorized expenditures may include the lease or purchase of real property, facility planning and design, remodeling of existing facilities, construction of new facilities, development, purchase, and installation of training simulators, devices, or systems, and other training-related equipment or capital improvements as determined by the Board of Directors. Specifically prohibited expenditures are for ongoing operational or maintenance costs of the regional training center facilities or equipment developed or purchased by such authorized funding.

OFFICIAL POSITION

ANALYSIS BY <i>Paul Snow</i>	DATE 11-2-94	REVIEWED BY	DATE
EXECUTIVE DIRECTOR <i>William C. Beckman</i>	DATE 11-2-94	COMMENT	DATE

Analysis:

The bill clearly establishes in preamble legislative intent the need and benefits for this act. The reason for coordinated training with all public safety is that it enhances safer and more efficient multi-agency responses to major public safety incidents or disasters. Legislative intent also calls for new facilities and equipment to augment and coexist with existing facilities and equipment in a coordinated network of efficiently operated facilities.

The Board of Directors is authorized to contract for staff support to coordinate their meetings and to track and distribute the bond funds. The bill gives the Board authority to contract with the POST Commission or any other qualified state agencies if the Commission cannot, or elects not to, provide such support services.

The Board of Directors would be constrained to give funding priority to those proposed regional center locations, which do not require purchase of new real property with authorized funds. Priority shall also be given to facilities and equipment which can be shared by multiple agencies and disciplines. Priority shall be given to equipment and facilities and projects which enhance skill development, retention and judgment, and systems which reduce training time and/or cost. Funding shall consider the commitments and contributions of local agencies and training program operators. These, along with some other articulated requirements for expenditures, appear to be reasonable.

The POST Commission is designated as the administrator for handling, managing, and disbursement of funding. A maximum two percent of the bond can be used to off-set added staffing costs related to this activity. The Commission does have the administrative capabilities to adequately accommodate this obligation.

As with most State General Obligation Bonds, a "finance committee" composed of the State Controller, Treasurer, Director of Finance, or their designated representatives, determine when bonds are issued, sold, and redeemed. The State Legislature must also authorize appropriations from the fund established by this act. These procedural requirements suggest there will be some uncertainty as to when funding will become available.

Other funding mechanisms for the establishment of these regional centers have been considered and rejected. This proposed legislation in concert with the supporting report makes it clear that the program has been well thought out, and has strong, unanimous support from law enforcement and the other public safety components throughout the state.

RECOMMENDATION

Support

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**DRAFT**

Introduced by Senator \_\_\_\_\_  
(Principal coauthor: Senator \_\_\_\_\_)

Date Introduced: \_\_\_\_\_, 1995

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To provide for training of fire services, law enforcement, and corrections personnel, and to provide community safety training programs for citizens, this act will add Chapter 2 (commencing with Section XX000) to Title 4 of Part 4 of the Penal Code, relating the development and construction of public safety training facilities by providing the funds necessary therefor through the issuance and sale of bonds of the State of California and by providing for the handling and disposition of those funds.

**LEGISLATIVE COUNSEL'S DIGEST**

(1) Penal Code Section 13508 directed the California Commission on Peace Officer Standards and Training to prepare an implementation plan with recommended funding structures for the development of regional skill training facilities. The submitted plan recommended the inclusion of other public safety employees in the shared use of these training facilities.

(2) This bill would enact the Public Safety Training Act of 1996 which, if adopted, would authorize the issuance, pursuant to the State General Obligation Bond Law, of bonds in the amount of \$850,000,000 for purposes of developing and financing a specified public safety regional training facilities program. Fund distribution would be determined and coordinated by the "Public Safety Training Facilities Board of Directors" described herein.

(3) The shared regional training facilities specified by this bill will accomplish two purposes; the improvement in skill training, coordination, and preparedness of public safety employees using modern technologies and realistic learning environments, and the enhancement of community safety through safety training and awareness programs for the general public and vulnerable victim groups.

(4) This bill would provide for submission of the bond act to the voters at the next statewide election in accordance with specified law.

Vote: 2/3. Appropriation: no. Fiscal Committee: yes.

State-mandated local program: no.



1 SECTION 1 (commencing with Section XX000) is added to Title 4 of  
2 Part 4 of the Penal Code, to read:

3  
4 CHAPTER 1. PUBLIC SAFETY TRAINING FACILITIES ACT OF 1996

5 Article 1. General Provisions  
6

7 XX000. This chapter shall be known and may be cited as  
8 the Public Safety Training Facilities Act of 1996.

9 XX001. The Legislature finds and declares all of the  
10 following:

11 (a) It is in the interest of the people of the state that  
12 California be a safe place to live, work or visit.

13 (b) As such, it is in the interest of the people of the  
14 state that all public safety employees throughout the state be  
15 uniformly and highly trained in order to maintain a high degree  
16 of readiness and ability to perform their respective duties, and  
17 TO meet their responsibilities for general maintenance of public  
18 safety.

19 (c) Public safety services require employees to be trained  
20 with specialized technical and skill proficiency to respond to  
21 calls for service, emergency situations, and disasters.

22 (d) Present skill training facilities for public safety  
23 employees are unavailable or inadequate to meet existing demands  
24 for training, and future needs.

25 (e) Adequate facilities and equipment are needed to provide  
26 requirements for current public safety training activities, and  
27 need to be strategically located within training regions

1 throughout the state. Public safety regional training facilities  
2 need to be developed which are designed to incorporate the latest  
3 in training technology advancements and effective facility  
4 designs to maximize learning, retention, skill development, and  
5 the employee's state of readiness.

6 (f) The local public safety departments or community  
7 colleges cannot individually finance the equipment or construct  
8 the facilities that are necessary to provide training on a  
9 coordinated statewide basis with a uniform result.

10 (g) Co-locating public safety training in shared Regional  
11 Training Facilities will enhance more efficient training  
12 delivery, reduce duplication, and lead to better coordinated,  
13 safer, and more efficient multi-agency responses to public safety  
14 incidents or disasters.

15 (h) Further, it is in the interest of the people of the  
16 state that programs exist which will bring together public safety  
17 employees and members of the general public in efforts to reduce  
18 crime and fire loss, and to promote community and personal  
19 safety. To foster this endeavor, the proposed public safety  
20 training facilities need to include specified community safety  
21 programs for the general public and vulnerable victim groups,  
22 such as weapons safety, home and personal safety, fire prevention  
23 and hazardous materials awareness, community oriented policing  
24 techniques, crime prevention and other programs designed to  
25 enhance individual and community safety.

26 **XX002.** As used in this chapter, the following terms have  
27 the following meanings:



1           **Article 2. Public Safety Training Facilities Fund**

2                           **Program and Description**

3  
4           **XX003.**       The proceeds of bonds issued and sold pursuant to  
5 this chapter shall be deposited in the Public Safety Training  
6 Facilities Fund, which is hereby created.

7           **XX004.**       The moneys in the Public Safety Training  
8 Facilities Fund shall be used to plan, develop, and construct  
9 public safety regional training facilities and to purchase  
10 training equipment and programs as determined by the Board of  
11 Directors. Authorized expenditures may include the lease or  
12 purchase of real property, facility planning and design,  
13 remodeling of existing facilities, construction of new  
14 facilities, development, purchase, and installation of training  
15 simulators, devices, or systems, and other training-related  
16 equipment or capital improvements as determined by the Board of  
17 Directors to be necessary or desirable to provide effective  
18 public safety training statewide. Funds authorized under this  
19 chapter shall not be used for ongoing operational or maintenance  
20 costs of the regional training facilities or equipment developed  
21 or purchased by such authorized funding. (Guarantees for  
22 operational and maintenance funding strategies by facility  
23 operators will be required in a "Regional Plan" prior to Board of  
24 Director approval for receipt of bond funding.)

25           **XX005.**       The Public Safety Regional Training Facilities  
26 Board of Directors is hereby created and hereafter designated as  
27 the "Board of Directors."

1 (a) The purpose of this Board of Directors is to determine  
2 the planning and equitable distribution of funding authorized  
3 under this chapter for the establishment of shared Public Safety  
4 Regional Training Facilities throughout the State.

5 (b) This Board of Directors is necessary to bring together  
6 into one equitably balanced planning group the appropriate  
7 representatives of state and local public safety agencies and  
8 trainers for the purposes of coordinating the development of a  
9 statewide network of regional skill facilities, maximize their  
10 efficient and effective distribution and use, insure  
11 comprehensive and equitable inclusion of the training needs for  
12 all designated public safety employees (specified in Section  
13 XX002(e) into the planning, distribution, design, operations, and  
14 utilization of shared Public Safety Regional Training Facilities,  
15 and provide for the equitable distribution of available  
16 developmental funding.

17 (c) The Board of Directors shall be in existence as long as  
18 bond revenues require planned and coordinated distribution.

19 (d) The Board of Directors shall be composed of three  
20 representatives each from law enforcement (one each appointed by  
21 the following groups: the Commission on Peace Officer Standards  
22 and Training, the California Police Chiefs' Association, and the  
23 California State Sheriffs' Association), fire services (one each  
24 appointed by the following groups: California Fire Chiefs'  
25 Association, the State Fire Marshall's Office, and the California  
26 Fire Districts Association), corrections (two of which would be  
27 appointed by the Secretary of the Youth and Adult Corrections



## Article 3. Fiscal Provisions

1  
2  
3       **XX006.**     (a) Funds authorized for expenditure under this  
4 chapter shall be expended on the basis of need as determined by  
5 the Board of Directors.

6       (b) It is the intent of the Legislature that, insofar as is  
7 possible, funds shall not be used for new training facilities or  
8 equipment which will conflict with the effectiveness or  
9 operations of existing facilities, equipment, or training  
10 activities.

11       (c) It is the further intent of the Legislature that new  
12 facilities and equipment augment and coexist with existing  
13 facilities, equipment, and training activities in a coordinated  
14 network of efficiently operated facilities which will meet the  
15 training needs of public safety employees statewide.

16       (d) Although funds authorized for expenditure under this  
17 chapter may allow for the purchase or lease of real property, it  
18 is preferred that land sites for use as public safety regional  
19 training facilities should be owned or co-owned by (or consigned  
20 to for a minimum of 70 years) one or more local or state  
21 governmental entities, including school or college districts, and  
22 be dedicated by those entities as public safety regional training  
23 facilities for shared use of training activities with other  
24 public safety training entities.

25       (e) Prior to the expenditure of funds pursuant to this  
26 chapter, the Board of Directors shall comply with all of the  
27 following:

1 (1) Funds shall only be expended in accordance with  
2 the provisions as set forth in Section XX004.

3 (2) Priority shall be given to those proposed regional  
4 center locations which do not require purchase of new real  
5 property with funds authorized under this chapter.

6 (3) Priority shall be given to facilities and  
7 equipment which can be shared by multiple agencies and  
8 disciplines, and which provide specified community safety  
9 programs.

10 (4) Priority shall also be given to equipment,  
11 facilities and projects which enhance skill development,  
12 retention and judgment, and systems which reduce training time  
13 and/or cost.

14 (5) In funding regional training facilities and  
15 equipment, the Board of Directors shall consider the commitments  
16 and contributions of local agencies and training program  
17 operators which may include real property, facilities, staffing,  
18 and/or ongoing operation and maintenance plans and costs.

19 (6) To facilitate this equitable distribution of  
20 funding and provide for local coordination and control of shared  
21 training facilities, eleven (11) Public Safety Training Regions  
22 have been established throughout the State, as described in the  
23 Commission's report to the Legislature, dated January 1, 1995,  
24 titled "*Partnerships for a Safer California*."

25 (a) Each of the training regions has established  
26 a Regional Public Safety Training Committee to coordinate public  
27 safety training throughout that region, and statewide.



1 (b) Each Regional Public Safety Training  
2 Committee must comply with specified regional training plan  
3 requirements in order to be eligible for appropriations from this  
4 bond funding. The regional plan requirements call for provisions  
5 and guarantees for shared access, long-term site use, and ongoing  
6 support of the bond-funded facilities.

7 (7) To provide guarantees for ongoing support of the  
8 facilities and equipment acquired through funding from this act,  
9 this legislation hereby authorizes all revenues generated by each  
10 shared public safety regional training facility to be maintained  
11 in an "independent training facility support fund" upon  
12 agreements by the facility operators and primary partners. This  
13 fund shall be dedicated to the staffing, maintenance, operational  
14 support, and upgrades of the shared training facility. This  
15 dedicated facility support fund shall comply with all other  
16 "special fund" policies, procedures, guidelines, and reviews as  
17 mandated by the primary facility operator's(s') governing fiscal  
18 requirements (city, county, district, or state), or by  
19 requirements of a legally formed joint powers agreement.

20 (8) The Board of Directors shall ensure that 100  
21 percent of the funds expended for the purposes of this chapter  
22 are used for implementing the provisions of this act, except for  
23 administrative costs or legal fees as set forth in Section XX008.

24 **XX007.** The Board of Directors shall comply with all  
25 state annual and other reporting requirements for fiscal  
26 expenditures.

27 ||||| BLANK LINE |||||

1       **XX008.**     Of the total amount of funds made available for  
2     expenditure pursuant to this chapter, a sum not to exceed two  
3     percent (2% as prescribed by law) of that amount may be used by  
4     the Board of Directors or the Commission for administrative costs  
5     or legal fees incurred in implementing this chapter.

6  
7                   **Article 4.   Bond Provisions**

8  
9       **XX009.**     Bonds in the total amount of eight hundred, fifty  
10    million dollars (\$850,000,000), or so much thereof as is  
11    necessary, may be issued and sold to provide a fund to be used  
12    for carrying out the purposes expressed in this chapter and to be  
13    used to reimburse the General Obligation Bond Expense Revolving  
14    Fund pursuant to Section 16724.5 of the Government Code. The  
15    bonds shall, when sold, be and constitute a valid and binding  
16    obligation of the State of California, and the full faith and  
17    credit of the State of California is hereby pledged for the  
18    punctual payment of both principal of, and interest on, the bonds  
19    as the principal and interest become due and payable.

20       **XX010.**     The bonds authorized by this chapter shall be  
21    prepared, executed, issued, sold, paid, and redeemed as provided  
22    in the State General Obligation Bond Law (Chapter 4, commencing  
23    with Section 16720, of Part 3 of Division 4 of Title 2 of the  
24    Government Code), and all of the provisions of that law apply to  
25    the bonds and to this chapter and are hereby incorporated in this  
26    chapter as though set forth in full in this chapter.

27    ||||| BLANK LINE |||||

1        **XX011.**        (a)    Solely for the purpose of authorizing the  
2    issuance and sale, pursuant to the State General Obligation Bond  
3    Law, of the bonds authorized by this chapter, the Public Safety  
4    Training Facilities Act Finance Committee is hereby created. For  
5    the purposes of this chapter, the Public Safety Training  
6    Facilities Act Finance Committee is the "finance committee" as  
7    that term is used in the State General Obligation Bond Law. The  
8    finance committee consists of the Controller, the Treasurer, and  
9    the Director of Finance, or their designated representatives. A  
10   majority of the committee may act for the committee. The  
11   treasurer shall chair the Committee.

12        (b)    For purposes of the State General Obligation Bond Law,  
13   the California Commission on Peace Officer Standards and  
14   Training, designated the "Commission," (or another existing and  
15   qualified State agency) may be contracted by the Board to serve  
16   as the administrator for legally handling, managing, and  
17   disbursement of funding authorized under this chapter.

18        **XX012.**        The finance committee is hereby authorized and  
19   empowered to create a debt or debts, liability or liabilities, of  
20   the State of California, in the aggregate principal amount of  
21   eight hundred, fifty million dollars (\$850,000,000), exclusive of  
22   refunding bonds, or so much thereof as is necessary, which may be  
23   issued and sold to provide a fund to be used for carrying out the  
24   purposes expressed in this act to be used to reimburse the  
25   General Obligation Bond Expense Revolving Fund pursuant to  
26   Section 16724.5 of the Government Code.

27   |||||||||||||||| BLANK LINE ||||||||||||||||

1       XX013.       (a) The finance committee shall determine whether  
2 or not it is necessary or desirable to issue bonds authorized  
3 pursuant to this chapter in order to carry out the actions  
4 specified in Section XX004, and, if so, the amount of bonds to be  
5 issued and sold. Successive issues of bonds may be authorized and  
6 sold to carry out those actions progressively, and it is not  
7 necessary that all of the bonds authorized to be issued be sold  
8 an any one time.

9       (b) All bonds herein authorized, which shall have been duly  
10 sold and delivered as herein provided, shall constitute valid and  
11 legally binding general obligations of the State of California,  
12 and the full faith and credit of the State of California is  
13 hereby pledged for the punctual payment of both the principal  
14 thereof and interest thereon.

15       (c) There shall be collected each year and in the same  
16 manner and at the same time as other state revenue is collected,  
17 in addition to the ordinary revenues of the state, a sum in an  
18 amount required to pay the principal of, and interest on, the  
19 bonds maturing each year, and it is the duty of all officers  
20 charged by law with any duty in regard to the collection of the  
21 revenue to do and perform each and every act which is necessary  
22 to collect that additional sum.

23       (d) All money deposited in the fund which is derived from  
24 premium and accrued interest on bonds sold shall be reserved in  
25 the fund and shall be available for transfer to the General Fund  
26 as a credit to expenditures for bond interests.

27 ||||| BLANK LINE |||||

1 (e) All money deposited in the fund pursuant to any  
2 provisions of law requiring repayments to the state that is  
3 financed by the proceeds of the bonds authorized by this chapter  
4 shall be available for transfer to the General Fund. When  
5 transferred to the General Fund, that money shall be applied as a  
6 reimbursement to the General Fund on account of the principal of,  
7 and interest on, the bonds which have been paid from the General  
8 Fund.

9 **XX014.** Notwithstanding Section 13340 of the Government  
10 Code, there is hereby appropriated from the General Fund in the  
11 State Treasury, for the purposes of this chapter, an amount that  
12 will equal the total of the following:

13 (a) The sum annually necessary to pay the principal of, and  
14 interest on, bonds issued and sold pursuant to this chapter, as  
15 the principal and interest become due and payable.

16 (b) The sum which is necessary to carry out the provisions  
17 of Section XX013, appropriated without regard to fiscal years.

18 **XX015.** For the purposes of carrying out this chapter, the  
19 Director of Finance may authorize, by executive order, the  
20 withdrawal from the General Fund of an amount or amounts not to  
21 exceed the amount of the unsold bonds which the committee has  
22 authorized, by resolution, to be sold for the purpose of carrying  
23 out this chapter. Any amounts withdrawn shall be deposited in  
24 the fund and shall be disbursed by the committee in accordance  
25 with this chapter. Any money made available under this section  
26 to the Board of Directors shall be returned by that Board to the  
27 General Fund from moneys received from the sale of bonds sold for

1 the purpose of carrying out this chapter. Those withdrawals from  
2 the General Fund shall be returned to the General Fund with  
3 interest at the rate which would otherwise have been earned by  
4 those sums in the Pooled Money Investment Account.

5       **XX016.**     The board may request the Pooled Money Investment  
6 Board to make a loan from the Pooled Money Investment Account, in  
7 accordance with Section 16312 of the Government Code, for the  
8 purposes of carrying out the provisions of this chapter. The  
9 amount of the request shall not exceed the amount of the unsold  
10 bonds which the committee has authorized, by resolution, to be  
11 sold for the purpose of carrying out this chapter. The board  
12 shall execute any documents required by the Pooled Money  
13 Investment Board to obtain and repay the loan. Any amounts  
14 loaned shall be deposited in the fund to be allocated by the  
15 board in accordance with this chapter.

16       **XX017.**     Any bonds issued and sold pursuant to this chapter  
17 may be refunded by the issuance of refunding bonds in accordance  
18 with Article 6 (commencing with Section 16780) of Chapter 4 of  
19 Part 3 of Division 2 of Title 2 of the Government Code. Approval  
20 by the electors of the state for the issuance of any bonds shall  
21 include the approval of the issuance of any bonds issued to  
22 refund any bonds originally issued or any previously issued  
23 refunding bonds.

24       **XX018.**     All proceeds from the sale of bonds, except those  
25 derived from premiums and accrued interest, shall be available  
26 for the purposes provided in Section XX004, but shall not be  
27 available for transfer to the General Fund to pay the principal

1 of, and interest on, bonds. The money in the fund may be  
2 expended only as herein provided.

3 Notwithstanding any other provision of this chapter, or the  
4 State General Obligation Bond Law (Chapter 4 commencing with  
5 Section 16720 of Part 3 of Division 4 of Title 2 of the  
6 Government Code), if the Treasurer sells bonds pursuant to this  
7 chapter that include a bond counsel opinion to the effect that  
8 the interest on the bonds is excluded from gross income for  
9 federal tax purposes under designated conditions, the Treasurer  
10 may maintain separate accounts for the bond proceeds invested and  
11 the investment earnings on those proceeds, and may use or direct  
12 the use of those proceeds or earnings to pay any rebate, penalty,  
13 or other payment required under federal law, or take any other  
14 action with respect to the investment and the use of those bond  
15 proceeds, as may be required or desirable under federal law in  
16 order to maintain the tax-exempt status of those bonds and to  
17 obtain any other advantage under federal law on behalf of the  
18 funds of this state.

19 **XX019.** Moneys in the fund may be expended only pursuant  
20 to appropriations by the Legislature.

21 **XX020.** The Legislature hereby finds and declares that,  
22 inasmuch as the proceeds from the sale of bonds authorized by  
23 this chapter are not "proceeds of taxes" as that term is used in  
24 Article XIII B of the California Constitution, the disbursement  
25 of these proceeds is not subject to the limitations imposed by  
26 that article.

27 ||||| BLANK LINE |||||

**SECTION 2.** Section 1 of this act shall take effect upon the adoption by the voters of the Public Safety Training Facilities Act of 1996, as set forth in Section 1 of this act.

////

**SECTION 3.** Section 1 of this act shall be submitted to the voters at the next statewide election, in accordance with provisions of the Government Code and the Elections Code governing submission of statewide measures to the voters.

////

**SECTION 4.** Notwithstanding any other provision of law, all ballots of the election shall have printed thereon and in a square thereof, the words: "Public Safety Training Act of 1996," and in the same square under those words, the following in 8-point type: "This act establishes a bond of eight hundred, fifty million dollars (\$850,000,000) to provide funds for consolidated training facilities for fire services, law enforcement, and correctional agencies, and for safety training programs designed for citizens and local communities." Opposite the square, there shall be left spaces in which the voters may place a cross in the manner required by law to indicate whether they vote for or against the act.

Where the voting in the election is done by means of voting machines used pursuant to law in the manner that carries out the intent of this section, the use of the voting machines and the expression of the voters' choice by means thereof are in compliance with this section.

////////////////////// END OF ACT \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\



**Commission on Peace Officer Standards and Training**  
**Status of Legislation of Interest to POST**  
(1995)

ATTACHMENT D

**KEY**

F = Failed Passage/or 2 yr. bill  
S = Suspense File

Revised 12/20/94

Bill No./ Author	Subject	Commission Position	Introduced	First Policy Committee	First Appropriations Committee (if applicable)	Floor of First House	Second Policy Committee	Second Appropriations Committee (if applicable)	Floor of Second House	To Governor for Action	Chaptered
AB 26 (Murray)	Removes peace officer disqualification for a felony conviction in another state that is not a felony in California.	None	12/5	X							

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

**POST Advisory Committee Meeting  
Wednesday, January 11, 1995  
Holiday Inn Capital Plaza  
Meeting Room - Granada Room  
300 J Street  
Sacramento, CA 92814  
(916) 446-0100**

**AGENDA****10:00 A.M.**

- |    |                                                                                                            |                               |
|----|------------------------------------------------------------------------------------------------------------|-------------------------------|
| A. | Call to Order                                                                                              | Chair                         |
|    | 0 Special Introductions                                                                                    |                               |
|    | 0 Roll Call                                                                                                |                               |
|    | 0 Announcements                                                                                            |                               |
| B. | Approval of Minutes of November 16, 1994 Meeting Minutes                                                   | Chair<br>(See Attachment A)   |
| C. | Review of Procedures and Requirements for the Governor's Award for Excellence in Law Enforcement Training  | Members<br>(See Attachment B) |
|    | Note: Advisory Committee members are encouraged to review Attachment B and offer suggestions for revision. |                               |
| D. | Update on POST's Study of Field Training Requirements                                                      | Staff                         |
| E. | Implementation of Senate Bill 1874 - Reserve Training Standards                                            | Staff                         |
| F. | Review of Commission Meeting Agenda and Advisory Committee Comments                                        | Staff                         |
| G. | Advisory Committee Member Reports                                                                          | Members                       |
| H. | Commission Liaison Committee Remarks                                                                       | Commissioners                 |
| I. | Old and New Business                                                                                       | Members                       |
| J. | Adjournment                                                                                                | Chair                         |
| K. | Next Meeting - April 19, 1995 - Holiday Inn On The Bay, San Diego                                          |                               |

**COMMISSION ON PEACE OFFICER STANDARDS AND TRAINING**

1601 ALHAMBRA BOULEVARD  
SACRAMENTO, CALIFORNIA 95816-7083

POST Advisory Committee Meeting  
November 13, 1994, 10:00 a.m.  
Waterfront Hilton  
Huntington Beach, California

**MINUTES**

**CALL TO ORDER**

The meeting was called to order at 10:00 a.m. by Chairman Charles Brobeck.

**ROLL CALL OF ADVISORY COMMITTEE MEMBERS**

Present: Charles Brobeck, California Police Chiefs' Association  
Don Brown, California Organization of Police  
and Sheriffs  
Jay Clark, California Association of Police Training  
Officers  
Norman Cleaver, California Academy Directors'  
Association  
Joe Flannagan, Peace Officers' Research Association of  
California  
Derald Hunt, California Association of Administration  
of Justice Educators  
Don Menzmer, California Highway Patrol  
Earle Robitaille, Public Member  
Judith Valles, Public Member  
Alexia Vital-Moore, Women Peace Officers' Association  
Woody Williams, California Peace Officers' Association

Absent: Charles Byrd, California State Sheriffs' Association  
Ernest Leach, California Community Colleges  
Cecil Riley, California Specialized Law Enforcement

**Commission Advisory Liaison Committee Members Present:**

Marcel Leduc  
Lou Silva  
Dale Stockton

**POST Staff Present:**

Norman C. Boehm, Executive Director  
Hal Snow, Assistant Executive Director  
Ken Whitman, Chief, Learning Technology Resource Center  
Jim Holts, Special Consultant, Learning Technology  
Resource Center  
Vera Roff, Executive Secretary

**Guests Present:**

John Morelli, Director, CSTI  
Manuel Ortega, Commissioner

**INTRODUCTION OF NEW MEMBERS**

Chairman Brobeck welcomed Woody Williams and Earle Robitaille as new members to the Advisory Committees. Their appointment dates end September 1997.

Woody Williams, Deputy Chief, San Bernardino County Sheriff's Department, has been appointed as a representative of the California Peace Officers' Association (CPOA).

Earle Robitaille has been appointed as a Public Member to the Advisory Committee.

**APPROVAL OF MINUTES OF JULY 20, 1994 MEETING**

The minutes of the July 20, 1994 meeting were approved as distributed.

**REPORT OF AWARDS SUBCOMMITTEE ON GOVERNOR'S AWARD FOR EXCELLENCE IN PEACE OFFICER TRAINING**

Norm Cleaver, Chairman of the Awards Subcommittee, reported that the Committee met Tuesday, November 15 in Long Beach and reviewed over 46 nominations. The Committee recommended the following: :

- o Gordon Graham, Lt., California Highway Patrol  
Individual Achievement Category
- o Rialto Police Department  
Organizational Award Category
- o Derald D. Hunt, Professor Emeritus  
Lifetime Achievement Category

The Advisory Committee concurred and the recommendations will be submitted to the Commission for approval.

**REPORT OF SUBCOMMITTEE TO DEVELOP CRITERIA FOR GOVERNOR'S AWARD FOR EXCELLENCE IN PEACE OFFICER TRAINING**

Norm Cleaver reported the subcommittee of the POST Advisory Committee has met and developed recommended award specifics which will be brought before the Commission at its July 21, 1994 meeting. Discussion by the Advisory Committee brought out some modifications including: (1) a representative of the Governor's Office will annually be invited to participate in the screening process, (2) a member of the Commission be asked to participate in the screening

process, and (3) the nominating agency head be expanded to include his/her designee.

Chairman Brobeck commended the subcommittee for their work on this project.

#### **REPORT ON THE REGIONAL TRAINING CENTERS/TECHNOLOGY REPORT**

A report on AB 492 technology in training and regional skills facilities study was presented by staff. The report will be presented to the Legislature at the January 11, 1995 symposium. There was discussion concerning the bond issue necessary to fund the regional skills facilities proposal and strategies for informing legislators. It was suggested that Advisory Committee representatives inform their respective associations of the importance of encouraging legislators attendance at the symposium.

#### **REVIEW OF COMMISSION MEETING AGENDA AND ADVISORY COMMITTEE COMMENTS**

Staff reviewed the November 14, 1994 Commission agenda and responded to questions and discussion of the issues.

On Agenda Item D - Proposal to Modify Criteria for Awarding CPT Credit for Viewing Telecourse Videotapes - After discussion, the committee recommended that the Commission approve amending the regulations limiting telecourses to satisfying no more than 12 hours of CPT credit.

On Agenda Item F - Proposal to Increase the Minimum Hours of the POST Regular Basic Course - Norm Cleaver reported that CADA was very supportive of the proposal.

#### **ADVISORY COMMITTEE MEMBER REPORTS**

##### Peace Officers' Research Association of California

Joe Flannagan invited Committee members to visit the new Alhambra Police Department. The facility has all the latest equipment available and should be of interest to the Committee members.

On behalf of PORAC, Joe requested that a review be undertaken of the feasibility of POST establishing a guideline to require advanced driver training similar to what is currently required for CPR.

##### California Peace Officers' Association

Woody Williams announced that CPOA is very supportive of the Symposium to be held in January. He reported that CPOA committees have been restructured in an effort to work more effectively.

### California Organization of Police and Sheriffs

Don Brown reported that COPS is currently planning a Legislative Seminar. They are concerned over proposed legislative changes to the Peace Officer Bill of Rights and are following the situation closely.

### California Association of Administration of Justice Educators

Derald Hunt reported that CAAJE's 29th Annual Conference, which was held in San Francisco, April 28-30, 1994, was very successful.

### Womens Peace Officers' Association of California

Alexia Vital-Moore reported that WPOA recently had a successful three-day conference in San Diego. She also reported that she will be unable to attend the symposium due to a conflicting date for a Drug Update. WPOA will be working with POST in updating the certificate of completion.

### California Highway Patrol

Don Menzmer reported that CHP has implemented a 90-hour Spanish language course in the basic course which has proven very successful. The first class will graduate in 12 weeks.

As a result of Command College paper written by one of the CHP Command College graduates, all personnel are required to attend the Sergeants Academy prior to their promotion. A Supervisory Academy is also being developed.

The CHP is also reviewing the total impact of mandated training in light of all training offered. He requested that POST take a look at scenario testing regarding training for ways to reduce academy cost.

### California Association of Administration of Justice Educators

Derald Hunt pledge CAAJE's support for the regional skills center concept. Their 30th annual conference will be held May 4-6 at the Embassy Suites in South Lake Tahoe.

### California Association of Police Training Officers

Jay Clark reported that the annual Training Managers' Update was held in Monterey in October. It was also the occasion of CAPTO's 25th anniversary.

### California Academy Directors' Association

Norm Cleaver reported that the CADA meeting will be held December 7-8 in Sacramento. Plans are being made to schedule a

regional meeting of the California Academy Directors in January to show support for the symposium.

CADA hopes to reconvene the safety group that worked toward the elimination of the \$50.00 fee, in order to work on community college cap to fund public safety mandated training.

A 12-person group will meet in Sacramento on November 22 to look at the potential for delivering the basic course in some other methodology that is currently being delivered.

#### Public Member

Judith Valles, who also serves on the Advisory Committee for the San Bernardino County Sheriff's Training Academy, expressed concern over training of new recruits and Field Training Officers. Following discussion, the Committee recommended that a study be undertaken to examine existing standards for field training, including that for FTO's, recognizing this is a critical component of entry-level law enforcement training, and that there is a perception of vast differences in the training and selection of FTO's.

Judith announced that she has been chosen as an instructor/lecturer for a two-week leadership training program for University and College Presidents and Vice Presidents at Harvard University. The course will be held in June.

#### California Police Chiefs' Association

Chairman Brobeck reported that CPCA met in Long Beach November 13th. There was a discussion of a white paper dealing with firearms and firearms control which is scheduled for adoption at the February, The annual conference will be held at the Disneyland Hotel in Anaheim the last week in January.

#### OLD/NEW BUSINESS

- o The Awards Subcommittee will meet on January 10 to review the awards criteria for the 1995 Governor's Awards. All Committee members are invited to participate in the meeting.
- o In order to avoid confusion, there was a suggestion that special committees be known by a special name, and not include "Advisory Committee." This will help make a distinction that there is only one official POST Advisory Committee.
- o There was a request that the names of Advisory Committee members be mentioned to the POSTSCRIPTS mailing list.

o Elections

Judith Valles and Norm Cleaver were elected unanimously to as Chairman and Vice Chairman, respectively, for the next year.

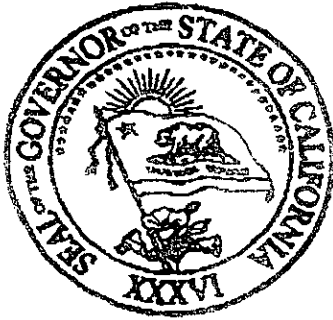
ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned at 12:15 p.m.



Vera Roff  
Executive Secretary





Governor  
State of California

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# Governor's Award For Excellence In Peace Officer Training

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Sponsored by  
the  
Commission on  
Peace Officer Standards and Training



# **● Governor's Award For Excellence In Peace Officer Training**

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## **● Purpose**

To encourage and foster innovation, quality, and effectiveness of peace officer training by recognizing achievement with the Governor's Award for Excellence in Peace Officer Training.

## **Description**

The Governor's Award is a beautiful perpetual trophy within an enclosed glass and wood case. It will be permanently housed in the lobby of POST headquarters in Sacramento. Each year, the names of award recipients will be affixed to the award's base. Recipients will receive a smaller replica of the trophy. A replica of the trophy will also be provided to the employers of individual recipients. The awards will be presented by the Governor or designee in a special ceremony.

## **Sponsor**

California Commission on Peace Officer Standards and Training.

## ■ Organizational Achievement

The nominated organization must be one wherein training responsibilities and initiatives have resulted in substantial contributions to public law enforcement training and reflect a high degree of training effectiveness. The contribution must be documented and describe one or more projects or programs. Outstanding contributions may include, but are not limited to, innovative approaches in the analysis, design, development, implementation, evaluation, or delivery of law enforcement training programs conducted by or within the agency. Both quantum improvements and long-term improvements or successes in training will be considered.

## Eligibility

To be eligible for an award, individuals or organizations must have demonstrated skill and contributed to the advancement of California law enforcement training at extraordinary levels. The skill, approach, energy, commitment, and intelligence devoted to training must be documented. The documentation shall provide information on the financial, operational, or related benefits realized by California law enforcement as the result of the nominee's contribution or service. The quality and substance of the contributions are essential factors. Aspects of training to be considered will include, but not be limited to, innovations in preparation, presentation, application, implementation, evaluation and management of training systems, programs and methodologies.

Individual nominees may include, but not be limited to, law enforcement trainers, law enforcement personnel, private trainers, and educators. Nominees may include those persons who are currently employed, retired or semi-retired.

Organizational nominees may include law enforcement agencies, colleges or universities, private presenters or developers or nonprofit foundations engaged in the training of peace officers.

Individual or organizational achievement may have occurred in any year prior to the year in which application is made for the award.

## Evaluation

Criteria that will be used in evaluating candidates include:  
(a) Innovation, (b) Impact, and (c) Reputation/Recognition.

## **Submission of Nominations**

Nominations must be submitted to:

**Governor's Award Screening Committee  
c/o POST  
1601 Alhambra Boulevard  
Sacramento, CA 95816-7083**

Applications must be submitted and signed by the chief executive officer of the nominating organization or designee. Nominations with supporting documentation must be received at POST on or before November 1, 1994.

## **Awards Panel**

A subcommittee of the POST Advisory Committee, including a member of the POST Commission Liaison Committee, will initially screen applications and make recommendations to the POST Advisory Committee, which has broad-based organizational representation. A representative of the Governor's Office will be invited to participate in the screening process. The POST Advisory Committee will make recommendations to the POST Commission which will make final decisions on the awards.

## **Application**

To nominate an individual or organization, complete the appropriate nomination form and submit it along with supporting documentation. **Only nominations using the forms provided herein, with narrative justification of 1,000 words or less will be considered for an award. The chief executive officer or designee must sign the nomination form in the space provided. Questions may be directed to (916) 227-2807.**

GOVERNOR'S AWARD FOR EXCELLENCE  
IN PEACE OFFICER TRAINING

Organizational Achievement Nomination Form

Organization Nominated: \_\_\_\_\_

Organization Head/Chief Executive Officer: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name of Nominating Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Organization Head/Chief Executive Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Covers Period From: \_\_\_\_\_ To: \_\_\_\_\_

**Justification of Recommendation**

**A. Description of Organization's Purpose and Training Responsibility:**

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GOVERNOR'S AWARD FOR EXCELLENCE  
IN PEACE OFFICER TRAINING

Individual Nomination Form

Category: Individual Achievement \_\_\_\_ Lifetime Achievement \_\_\_\_

Name of Nominee: \_\_\_\_\_

Title of Nominee: \_\_\_\_\_

Address of Nominee: \_\_\_\_\_

Nominee's Employer: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Name of Nominating Organization: \_\_\_\_\_

Organization Head/Chief Executive Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone: \_\_\_\_\_

Covers Period From: \_\_\_\_\_ To: \_\_\_\_\_

**Justification of Recommendation**

A. Summarize Job Duties:

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ADDITIONAL COMMENTS

Lined area for additional comments, featuring horizontal ruling lines across the page.